



How do I interact with SAMS?

1. You can interact with SAMS on the internet at www.source4teachers.com/SAMS. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call SAMS toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Important Notes:

Your Login ID & Pin # for accessing SAMS can be found below. If you would like to change your pin # please feel free to log in to SAMS & click the link on the left hand side of the screen labeled "Change Pin".

Login ID: 9736774050

Pin #: Employee ID (XXXX)

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

District employees will be required to enter their own absences. The advantage of SAMS is that it is extremely user-friendly and enables users to quickly enter absences. SAMS also makes it simple to self-recover your password in the event you misplace it via the SAMS website.

Upon your initial login, please check your personal information to ensure accuracy. You do have the ability to change your phone # and email address if necessary by logging in and selecting "Change Personal Information". Please know that when you do change your phone #, it will change your login ID as well.

If you have any questions, concerns, or comments; please contact Source4Teachers at SAMS@source4teachers.com.