



APRIL 2026

26-27 SUB RENEWAL

Renewal Steps

- Go to www.aisd.net
 - Departments
 - Substitutes
 - Substitute Service Center
 - Log in using the last 4 of your social and PIN
 - Read the Terms of Acceptance and select "I Agree."
 - You will be directed to the Employee Handbook page. You may review the Employee Handbook in English and Spanish. Close the window.
 - Click on the "E-Sign Forms" button
 - Type your name exactly as it appears on the screen (spaces and caps), click "ok"
 - The renewal tab will appear. Read through the Reasonable Assurance Notice.
 - Select whether or not you intend to return.
 - Click on the "Save and Continue" button
 - A box will appear: "Complete Process."
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