



# Red Rover

## Getting Started as an Employee



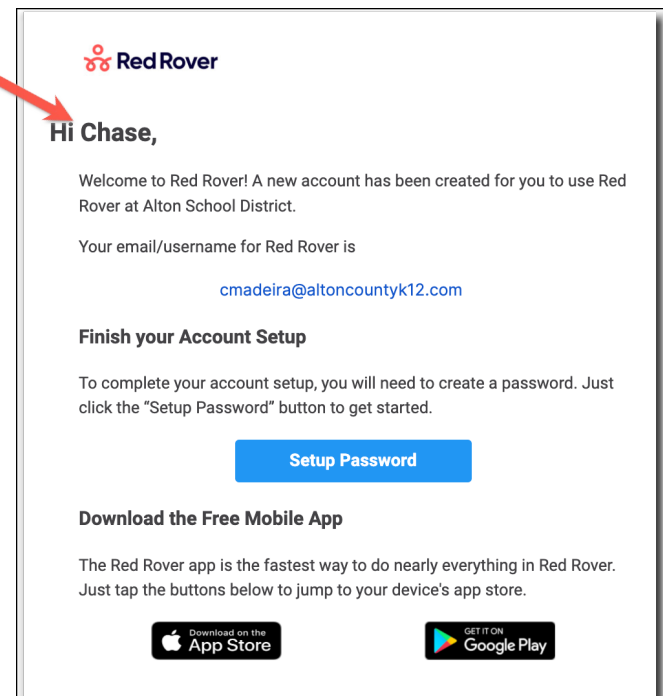
### What is Red Rover?

Red Rover is an Absence Management system, designed with you in mind! In Red Rover, you will also be able to create and review your scheduled absences, pre-arrange and communicate with substitutes (depending on district configuration), check your PTO balances, upload lesson plans, and much more!

### Logging in to Red Rover

Before logging into Red Rover, you will receive an email invitation. The email will look like this:

- To set up your Red Rover account, click the **Setup Password** button. This will allow you to create a new account and password. From this point forward, your username will be your email address.
- If you didn't receive this email, be sure to check in your spam folder. If you still do not see the Red Rover Welcome email, contact your administrator. They will be able to resend the email invitation to you.
- If you ever forget your password, you can reset it on the login page:  
<https://app.redroverk12.com>.



1. [Setting up your Red Rover Account](#)
2. [Employee Home Page](#)
3. [How To Create an Absence](#)
4. [My Schedule](#)
5. [Bulletin Board](#)

6. [Classroom Information](#)
7. [Substitute Preferences](#)
8. [PTO Balances](#)
9. [Help Center](#)
10. [Notification Settings](#)

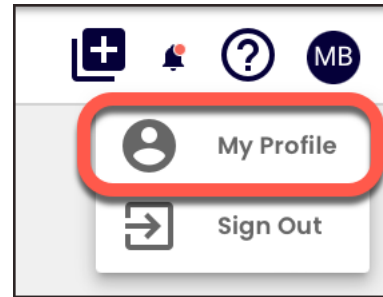
To Access Complete 12 Page Document Red Rover Basics for Employees that covers these topics please click this [link](#).

# Red Rover Basics for Employees

## Setting up Your Information

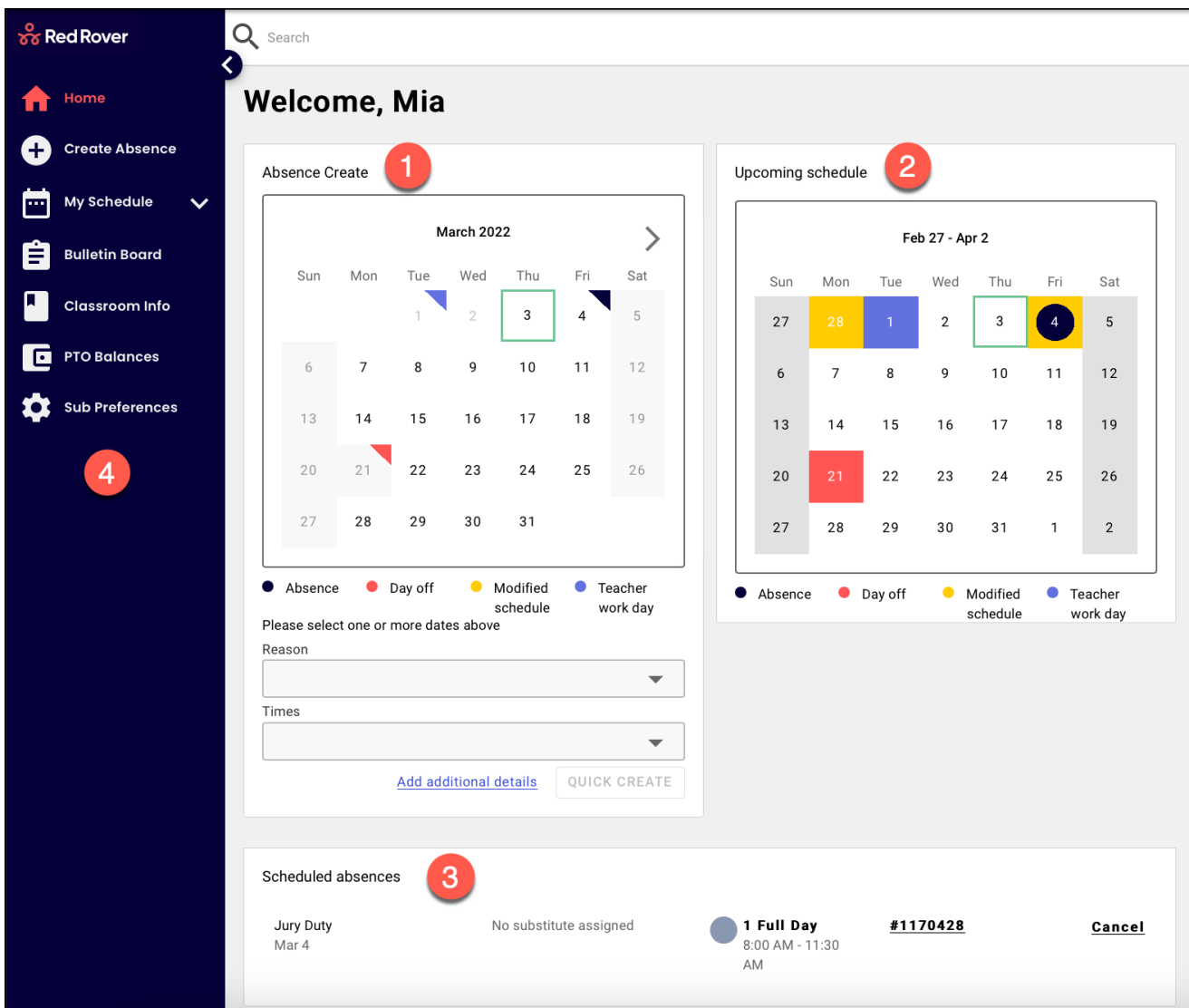
Once you have logged in, you can set up your account information and preferences. Simply click on your initials in the top right corner and select **My Profile**.

Once in your profile, you can edit your information and you may be able to upload a profile picture.



## Home Page

On your **Home** page, you will be able to create absences, view your upcoming schedule, and see any scheduled absences in the future.



**Red Rover**

Search

Welcome, Mia

**1** Absence Create

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

● Absence ● Day off ● Modified schedule ● Teacher work day

Please select one or more dates above

Reason

Times

[Add additional details](#) **QUICK CREATE**

**2** Upcoming schedule

Feb 27 - Apr 2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

● Absence ● Day off ● Modified schedule ● Teacher work day

**3** Scheduled absences

Jury Duty  
Mar 4

No substitute assigned

**1 Full Day**  
8:00 AM - 11:30 AM

**#1170428**

**Cancel**

**4**