

- Request a particular substitute
 - Enter the substitute's access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- Select the Continue button

COMPLETE! You **MUST** receive a Job Number for your absence to be recorded in the system and to receive a substitute.

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs
- From the Job Details screen
 - Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
 - To cancel your job, select the *Cancel Job* button
 - If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
 - Select *Return to List* button to return to the job listing

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the *Help* link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.

MORGAN COUNTY SCHOOLS Employee Quick Reference Card

System Phone Number _____

Help Desk Phone Number 304-258-2430 ext 10

Write your Access ID here 95800 _____

Write your PIN here _____

Web Browser URL _____

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Mon-Thurs	Starts at 5:30 am	6:00 -10:00 pm
Friday	Starts at 5:30 am	5:30 – 11:59 am
Saturday	None	None
Sunday	None	6:00 -10:00 pm
Holidays	None	6:00 -10:00 pm

REASONS FOR ABSENCE:

1. 81 – Leave Without Cause
2. 82 – Personal Illness
3. 83 – Family Illness
4. 84 – Death in Family
5. 86 – County Directed Activity
6. 91 – Absent Without Pay
7. 93 – Professional Leave (Authorization code required)

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

1. Enter your Access ID followed by the star (*) key
2. Enter your Access ID again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

MENU OPTIONS

- 1 - Create an Absence
- 2 - Review, Cancel Absence or Modify Special Instructions
- 3 - Review Work Locations and Job Descriptions
- 4 - Change PIN, Re-record Name
- 9 - Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
 PRESS 1 if the Absence is only for today
 PRESS 2 if the Absence is only for tomorrow
 PRESS 3 to Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
 Enter Start Date
 PRESS 1 to Accept the date offered
 PRESS 2 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
 PRESS 1 to Record special instructions. Press the star (*) key when done
 PRESS 2 to Bypass this step
5. Is a Substitute Required?
 PRESS 1 if a substitute is required
 PRESS 2 if a substitute is not required
6. If you pressed 1, a substitute is required
 PRESS 1 to Request a particular substitute
 Enter the substitute access ID, followed by the star (*) key
 PRESS 1 to Accept requested substitute
 PRESS 1 if the Substitute should be called
 PRESS 2 if the Substitute has already agreed to work and does not need to be called
 PRESS 2 to Bypass requesting a substitute
7. Complete Absence
 PRESS 1 to Receive the job number
 Record the Job Number. The Job Number is your confirmation.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
 PRESS 1 to Hear absence information again
 PRESS 2 to Modify special instructions
 PRESS 3 to Cancel the absence

2. If you pressed 3 to Cancel the job
 PRESS 1 to Confirm the cancellation request
 if a substitute is assigned to the absence
 PRESS 1 for the System to call the assigned substitute
 PRESS 2 to Not have the system call the substitute
 Once you confirm a request to cancel the job, you MUST wait for the system to say "Job Number has been cancelled."

TO CHANGE PIN or RE-RECORD NAME

1. PRESS 1 to Change your PIN
 PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER

The "Trouble Signing In" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. Note: You must be registered with the system and have a valid email address in your profile to use this option.

PROFILE

- Email
 - o Enter or change email address.
- Change Password
 - o Enter your current PIN followed by a new PIN twice and click Save.

TO CREATE AN ABSENCE

Choose the Create an Absence link

Important Note: Items in Bold are required to complete an Absence.

- o Select the Location
 - o Choose from the drop-down menu
- o Select the Classification
 - o Choose from the drop-down menu
- o Select the Reason for this absence from the drop-down menu
- o Indicate if a substitute is required for this absence
 - o Choose Yes or No
- o Select Start and End Dates for your absence
 - o Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- o Select Start and End Times for your absence. Default times are listed
 - o To change defaults, enter time in HH:MM am or pm format
 - o Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- o Multiple Day (Recurring) Absence.
 - o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - o Modify daily schedule and/or times for absence and substitute