

**Polson School District**  
**Substitute Quick Reference Card**

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**System Phone Number**    **(406) 300-5840**

**Help Desk Phone Number**    **helpdesk@polson.k12.mt.us**

**Write your Access ID here** \_\_\_\_\_

**Write your PIN here** \_\_\_\_\_

**Web Browser URL**            **https://polson.eschoolsolutions.com**

**TELEPHONE ACCESS INSTRUCTIONS**

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**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

	<b>Today's Jobs</b>	<b>Future Jobs</b>
Weekdays	Starts at 6:00 am	6:00 - 9:30 pm
Saturday	None	None
Sunday	None	6:00 - 9:30 pm
Holidays	None	6:00 - 9:30 pm

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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
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**THE SYSTEM CALLS**

**HEAR THE JOB OFFER**

1. **PRESS 1** to Hear the job offer  
**PRESS 2** to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer

**PRESS 1** to Hear the job description

**PRESS 2** to Decline the job (without hearing the description)

Enter the decline reason from page 1 followed by the star (\*) key

3. If you **pressed 1** to Hear the job description

**PRESS 1** to Accept this job

**Record the Job Number. You are successfully assigned to the job.**

**PRESS 2** to Repeat the job description

**PRESS 3** to Decline the job

Enter the decline reason from page 1 followed by the star (\*) key

**PRESS 1** to Accept

4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered

**PRESS 1** to Accept the time offered

**PRESS 2** to Enter an earlier time in HH:MM format.

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#### HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

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#### CALLING THE SYSTEM

##### MENU OPTIONS

**1 - Review or Cancel Assignments**

**2 - Hear Available Jobs**

**3 - Change your Callback Number**

**4 - Review or Modify Temporary Do Not Call Time**

**5 - Review or Modify Unavailability Dates**

**6 - Review or Modify Daily Availability**

**7 - Change PIN or Re-record Name**

**9 - Exit and hang-up**

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#### REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation

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#### HEAR AVAILABLE JOBS

1. Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment
2. If you **pressed 3** to Decline assignment

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#### CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number  
**PRESS 1** to Modify callback telephone number
2. Enter new telephone number followed by the star (\*) key.

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#### TO CHANGE PIN or RE-RECORD NAME

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

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## WEB BROWSER ACCESS INSTRUCTIONS

### SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN or your Polson School District email username and password.

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### PIN REMINDER

The “Forgot your PIN?” 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 to use this option.*

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### PROFILE

**Information** - Review profile status and address information.

**Update Email** - Enter or change email address

**Callback Number** – View/update callback number; specify a Do Not Call time.

**Change Password** - Enter your current PIN followed by a new PIN twice and click Save

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### SCHEDULE

#### General

- **Modify an Availability Schedule**
  - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
  - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

#### Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.

#### Classifications and Locations

- Review classifications and locations you have chosen for assignments

#### Unavail Dates Tab

- **Create Unavailability Schedule**
  - Select the *New* button
  - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
  - Select the *All Day* check box or enter the time range in HH:MM am or pm format
  - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  - Select *Save* button

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### AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - Select the *Return to List button* to return to the job listing

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## REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - Select the *Return to List* button to review other jobs assigned to you
  - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
  - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

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## 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.