

Substitute Quick Reference Card

System Phone Number **240-439-6900**

Help Desk Phone Number **301-644-5120**

ID _____

PIN _____

System Calling Times

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 a.m. Continues until jobs are 50% completed	5:00 p.m. – 10:30 p.m.
Saturday	None	None
Sunday	04:59 p.m	5:00 p.m. – 10:30 p.m.
Holidays	07:29 p.m.	7:30 pm – 09:00 p.m.

Decline/Cancellation Reasons

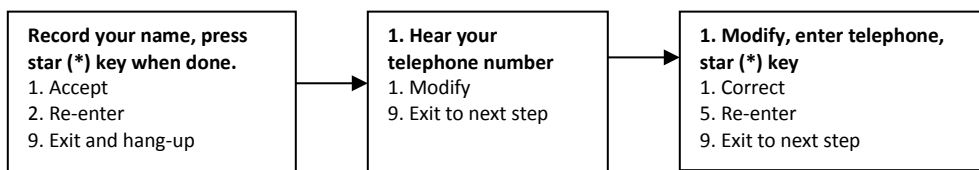
Number	Description	Number	Description
1	Personal Illness	6	
2	Family Illness	7	
3	Personal Business	8	
4	Sub in Another Co.unity	9	
5	Not Comf With Assignment	10	

Substitute Call-in Registration

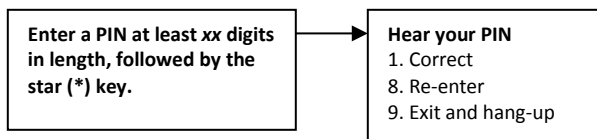
Enter your Access ID (FCPS Employee ID) , followed by star (*) key.

Enter your PIN, followed by star (*) key. If you do not have a PIN, enter your Access ID (FCPS Employee ID), followed by the star (*) key.

Name does not exist



PIN is not valid

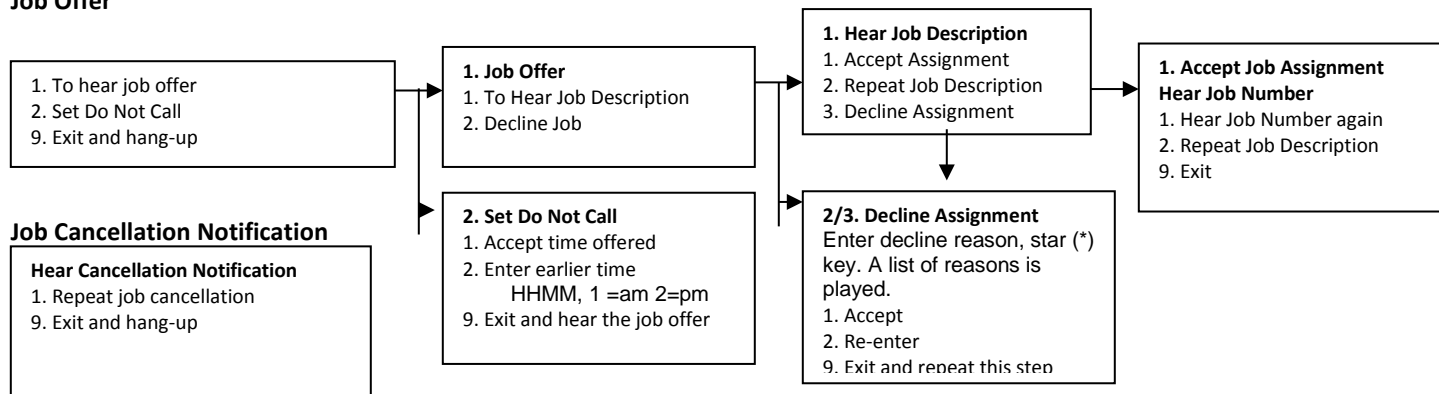


System Call-Out (for Job Offers and Cancellation Notifications)

Enter your Access ID, followed by star (*) key. Enter your PIN, followed by the star (*) key, or

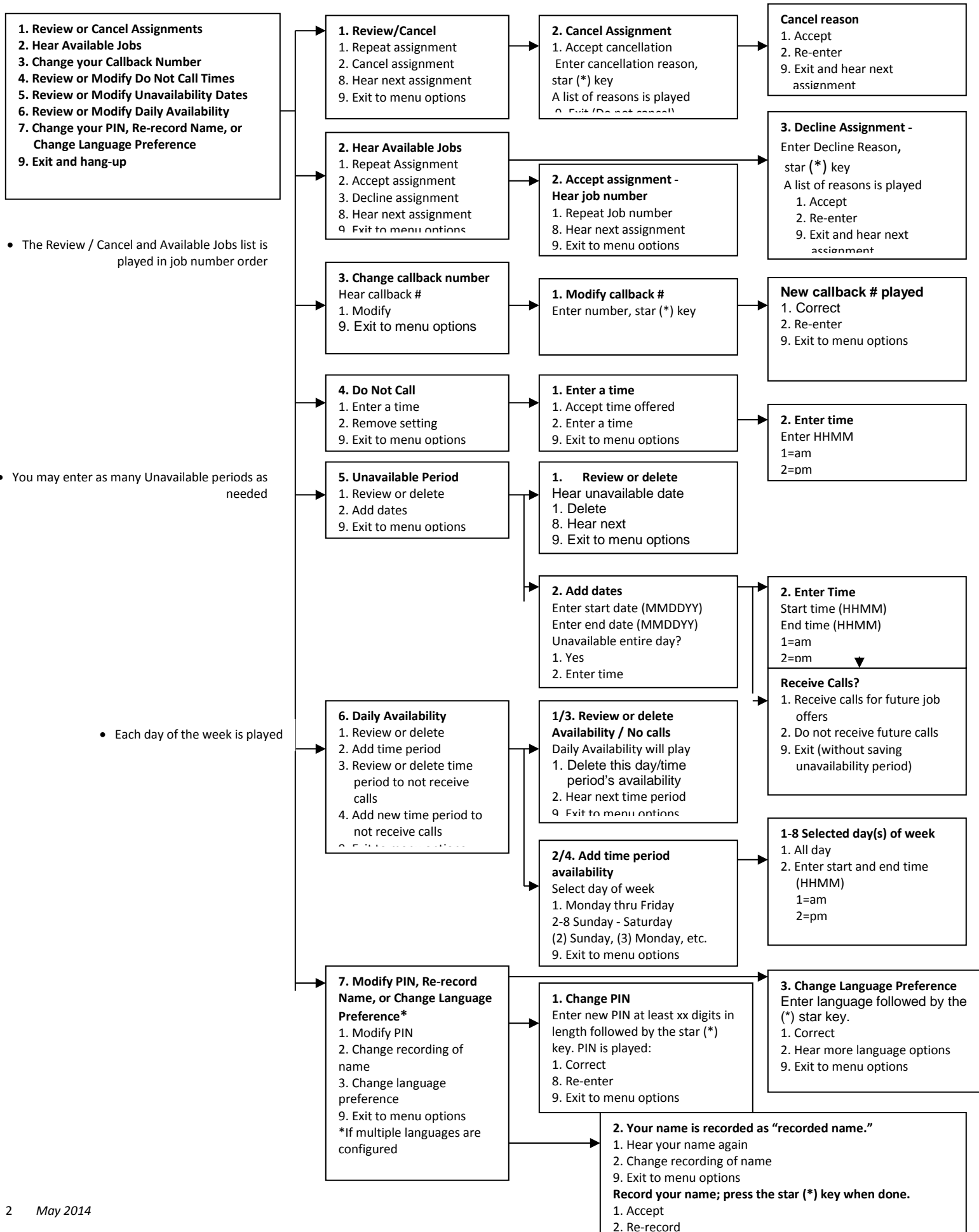
Enter the star (*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

Job Offer



Substitute Call-in:

Enter Access ID, followed by the star (*) key, Enter PIN, followed by the star (*)key, then listen to announcements.



YOUR SCHOOL DISTRICT SUBSTITUTE BROWSER ACCESS

Browser Access Instructions

Web Browser URL _____ Help Desk Phone Number **000-0000**

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your User ID and Password. Review additional announcements on your home page, if any.

Language Selection

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the *Submit* button on the Sign In page.

PIN/Password Reminder

The “Trouble Signing in?” link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/password request page. Your User 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.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user’s profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

Profile

Click the Profile option to view and update profile information.

- **Information**
Review profile status and address information.
- **Update Email**
Enter or update your email address
- **Change Password**
Enter your current PIN followed by a new PIN twice and click Save
- **Callback Number**
Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code only if required for the system to call you from the district office

Schedule

Click the Schedule option to view, add and update schedule information.

General:

- **Create a New Availability Schedule**
 - o Select *New* button
 - o Select days of the week for the schedule by leaving boxes checked by that day
 - o Select the times you are available to work or do not want to be called. (Choose only one option)
 - Check box for all day or
 - Enter a start and end time range in HH:MM am or pm format
 - o Select *Save* button
 - o To Exit without saving changes, select the *Return to List* button

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

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 only if required for the system to call you from the district office
- Enter a time in HH:MM am or pm format for the system to resume calling (The maximum is 24 hours from the current time)

Classifications and Locations Tab

- Review classifications and locations you have chosen for possible assignments

Unavail Dates

- **Create Unavailability Schedule**
 - o Select the *New* button
 - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
 - o Select the *All Day* check box or enter the time range in HH:MM am or pm format
 - o 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
 - o Select *Save* button
- **Delete Unavailability Schedule**
 - o Place a checkmark in the desired date range box
 - o Select the *Delete* button

Available Jobs

Click the *Available Jobs* option 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
- You are specified for the job

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
 - o 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.**
 - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, and then select the *Decline Job* button.
 - o Select the *Return to List button* to return to the job listing

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Review Assignments

Click on the *Review Assignments* option 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
 - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
 - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - o Select the *Return to List* button to review other jobs assigned to you
 - o 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 that has already started.
 - o An assignment may contain file attachments. To view or download a file attachment, click on the file name.