

**SmartFindExpress**  
**Substitute Quick Reference Card**

- 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.

**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.

**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.

**Elementary Schools**

Airport Drive	969-6770	A.N. Rico	969-6815
Cleckler/Heald	969-6888	Dr. R.E. Margo	969-6800
Justice R. A. Gonzalez	969-6760	Memorial	969-6120
North Bridge	969-6810	PFC M. Ybarra	969-6587
R. Silva	969-6790	Sam Houston	969-6740

**Middle Schools**

B. Garza	969-6774	Central	969-6710
Cuellar	969-6720	Mary Hoge	969-6730

**Secondary Schools**

Weslaco High School	969-6700	Weslaco East High	969-6950
South Palm Gardens	565-0404		

**Reminders:**

- SMART FIND Express will call from 956-246-4587
- The phone system is available 24 hours a day.
- You cannot cancel a job to go to another job.
- If there are instructions for a job make sure to listen closely and follow those instructions.
- The substitute with the job number gets the job ***no exceptions.***
- Always sign in (Sheet / Clock) and out - this is proof you worked that day.
- Check your email regularly for changes on your job (*reminders or cancellations*).
- The day of the job you are not allowed to hear the job per phone
- For changes on your job, call the system the night before or check online
- Do not send another substitute teacher in your place, if you are unable to attend a job

🔗 For more online information please visit  
<http://www.eschoolsolutions.com/sfxtraining/substitute/>

**System Phone Number (956)246-4587**

**Help Desk Phone Number:**

**Princess Escandon - (956)969-6617 - pescandon@wisd.us**

**Write your Access ID/User ID \_\_\_\_\_**

**Write your PIN/Password \_\_\_\_\_**

**Web Browser URL <https://weslaco.eschoolsolutions.com>**

**TELEPHONE ACCESS INSTRUCTIONS**

**REGISTRATION**

1. Record your name followed by the star (\*) key
2. Hear your callback #. Correct if necessary.
3. If your PIN is the same as your Access ID, enter a new PIN  
Enter a PIN at least six (6) digits in length followed by the star (\*) key

**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.

**HEAR THE CANCELLATION**

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

**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

The system will NOT allow you to cancel a job, you would need to contact Anna Martinez at 969-6617 and call the campus to inform them you are cancelling the job for that day.

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

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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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### REVIEW OR MODIFY UNAVAILABILITY DATES

1. **PRESS 1** to Review or delete unavailability period  
**PRESS 2** to Add a new unavailability period
2. If you **pressed 1** to Review or delete, hear the unavailable period information  
**PRESS 1** to Delete this unavailability period  
**PRESS 2** to Hear the next unavailability period
3. If you **pressed 2** to Add dates  
Enter Start Date (MMDDYY)  
Enter End Date (MMDDYY)  
Indicate unavailable all day? **PRESS 1** for Yes  
**PRESS 2** to Enter time in HH:MM format.

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### REVIEW OR MODIFY DAILY AVAILABILITY

1. **PRESS 1** to Review or delete, hear a time period you are available to work  
**PRESS 2** to Enter a new time period you are available to work  
**PRESS 3** to Review or delete, hear a time period you should not be called  
**PRESS 4** to Enter a new time period you should not be called

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### TO CHANGE PIN or RE-RECORD NAME

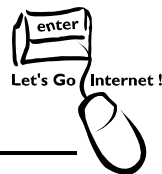
1. **PRESS 1** to Change your PIN **PRESS 2** to Change the recording of your name

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### WEB BROWSER ACCESS INSTRUCTIONS

#### SIGN IN

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



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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

### Profile Tab

- Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.

### Schedule Tab

- **Modify an Availability Schedule**
  - Choose day or days of the week you want to delete by checking the boxes by that day
  - 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

### Classifications and Locations Tab

- 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

### Email Tab

- Enter or change email address.

### Change Password Tab

- Enter your current PIN followed by a new PIN twice and click Save.

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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