



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
Veronica Jilpas (956) 969-6616 vjilpas@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

REVIEW OR CANCEL ASSIGNMENTS

- 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.

HEAR AVAILABLE JOBS

- Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
- If you **pressed 3** to Decline assignment
Enter decline reason from page 1 followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER

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

REVIEW OR MODIFY UNAVAILABILITY DATES

- PRESS 1** to Review or delete unavailability period
PRESS 2 to Add a new unavailability period
- 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
- 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.

REVIEW OR MODIFY DAILY AVAILABILITY

- 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

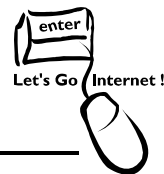
TO CHANGE PIN or RE-RECORD NAME

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



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.

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.

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

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