SmartFind Express Substitute Web Access

1. Open your web browser to https://opsb.sfe.powerschool.com/
2. If you know your SFE password, skip to step 4.
3. If you do not know your SFE password or have never logged into the SFE web portal:
    - - Click Forgot Password?
    - - Enter your 800 number in the Access ID field.
    - - Click Submit
    - - Follow the directions in the Password Reminder email that you receive from noreply_opsb@sfesubsystem.com to reset your password.
4. Login to SFE:
    - - Enter your 800 number in the Username field
    - - Enter your SFE password in the password field.
    - - Click Submit

PROFILE

1. **Personal Information**
    - Review profile status, address information, enter or change email address, change your password or PIN, View/Update callback number; specify a Do Not Call time or Block phone calls from SmartFind Express and Activate SMS Text Notifications if district allows.
2. **My Acknowledge Notifications**
    - Review Notification Acknowledgements
3. **Notification Preferences**
    - Select your Notification Preferences.

SCHEDULE

1. **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
2. **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.
3. **Classifications and Locations**
    - Review classifications and locations, you have chosen for assignments
4. **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

5. **Sub Auto Accept** *(if enabled by the district)*
    - Select different criteria to determine which jobs you would like to accept automatically.
        - You will not receive a phone call.
        - An email must be included in your profile to receive confirmation of the accepted job.

AVAILABLE JOBS

1. Click "Available Jobs" link to view and accept assignments
2. 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
3. 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
    - Click the Search button to display the list of jobs
    - Click the Details link to view 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

1. Click "Review Assignments" link to review past, present and future assignments or to cancel an assignment
2. 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.

WEB ACCESS NOTES

- To sign out of SmartFind Express Web Access, click your initials in the top right of the screen and click "Sign Out".
- Always use the Sign Out link to disconnect from SmartFind Express if you are on a shared device.
- You can click the Help link to access Help Guides and How-to videos.
- Do NOT use the browser's BACK button to navigate to screens.