



SmartFindExpress – Teacher Quick Reference

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done
PRESS 2 to Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
6. Complete Absence
PRESS 1 to Receive the job number
Record the Job Number. The Job Number is your confirmation.

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information
PRESS 1 to Hear absence information again
PRESS 2 to Modify special instructions
PRESS 3 to Cancel the absence
2. If you **pressed 3** to Cancel the job
PRESS 1 to Confirm the cancellation request
If a substitute is assigned to the absence
PRESS 1 for the System to call the assigned substitute
PRESS 2 to Not have the system call the substitute
Once you confirm a request to cancel the job, you **MUST** wait for the system to say **"Job Number has been cancelled."**

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options

System Phone Number **604 940 0223**
Sub Desk Phone Number **604 952 5361**
SmartFind Log-In Page **<https://sems.deltasd.bc.ca>**
Write your Access ID here _____ Employee ID #
Write your PIN here _____

THE SYSTEM CALLS TOCs DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays (Mon - Thurs)	Calls start at 5:00 am	5:00 pm - 10:00 pm
Friday	Calls start at 5:00 am	None
Saturday	None	None
Sundays/Holidays	None	5:00 pm - 10:00 pm

REASONS FOR ABSENCE:

- | | |
|--------------------------|---------------------------|
| 01 ILLNESS | 10 SCHOOL-BASED INSERVICE |
| 02 DISCRETIONARY DAY | 11 VACANT ASSIGNMENT |
| 03 JURY DUTY | 12 MATERNITY / PATERNITY |
| 04 BEREAVEMENT | 13 CENTRAL INSERVICE |
| 05 COMPASSIONATE / BOARD | 14 SUPERINTENDENT |
| 06 WCB | 15 SPECIAL PROGRAMS |
| 07 LEAVE AT TOC COST | 16 SAFETY |
| 08 LEAVE WITHOUT PAY | 17 SCHOOL ACCOUNT |
| 09 ACCOUNTS RECEIVABLE | |

REGISTRATION (new users and those without a 6-digit PIN)

- Initial registration **must** be completed by telephone.
 - Call the system phone number.
 - Enter your Access ID (Employee #) followed by the star * key
 - Enter your PIN followed by the star * key (if you do not have a PIN, enter your Access ID again; when prompted for a PIN, you will then be able to create a new PIN – 6 digits in length).
 - Record your name followed by the star * key
 - Hear your work location(s) and job descriptions. If they are not accurate, contact the Sub Desk.
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WEB BROWSER ACCESS INSTRUCTIONS

LOG IN

- Access the SmartFindExpress Log-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.* (see above)

PROFILE

Email Tab

- Enter or change your email address.

Change Password Tab

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

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required to create an Absence.

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- **Indicate if a substitute is required for this absence**
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select Start and End Times for your absence. Default times are listed
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence.
 - Select the *Modify Schedule* button.
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
 - Select the *Continue* button
- Request a particular TOC (optional)
 - Use the Search feature to find the TOC by name
 - Indicate if the requested TOC has already accepted this job
 - Yes = TOC is prearranged and will not be called and offered the job

- No = call will be placed and the TOC will be offered the job
- Enter special instructions for the substitute to view
- Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs from the Job Details screen
- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
- Select *Return to List* button to return to the job listing

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.

TELEPHONE ACCESS INSTRUCTIONS

****Note:** You can only request a particular TOC by Web Access**

- **Enter your access ID (employee #) followed by the star * key**
- **Enter your PIN followed by the star * key**

MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name
- 9 – Exit and hang-up

TO CREATE AN ABSENCE