eSchool SOLUTIONS

San Bernardino City Unified School District
Employee Quick Reference Card

System Phone Number   (909) 708-4490

Help Desk Phone Number (909) 381-1115/ (909)381-1111

Write your Access ID here

Write your PIN here

Web Browser URL   https://sbcusdcertificated.eschoolsoultions.com

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00 - 9:00 pm
Saturday	None	None
Sunday	None	4:00 - 9:00 pm
Holidays	None	4:00 - 9:00 pm

REASONS FOR ABSENCE:

1. Illness
2. Personal Necessity
3. Critical Illness
4. Bereavement
5. Court OB / Jury Duty
6. Extended Illness
9. Non-Work Day
10. Military
11. SBTA Business
15. FMLA
17. On Site Meetings
18. District Staff DVPMT

19. Site Req. Staff Dev
32. SBTA District Req.
35. Field Trips
38. School Board Meeting
39. Individual TCH Coach
48. Co-OP Meetings
49. CTA Business
50. Intern / University
51. Lay Off Hearing
52. CSEA Business
53. Student Events
54. Vacation

69. Funeral
72. Furlough
74. Leadership Conference
75. Strategic Planning Events
76. Custodial Training
77. District Testing Personal CO
80. Interview Panel
81. Common Core Training
82. Rigorous Curriculum Design
83. Compensatory Time
84. Rigorous Curriculum Design Secondary

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION
1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact your Help Desk to correct.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

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TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
2. 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

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. If you **pressed 1**, a substitute is required
   PRESS 1 to Request a particular substitute
   Enter the substitute access ID, followed by the star (*) key
   PRESS 1 to Accept requested substitute
   PRESS 1 if the Substitute should be called
   PRESS 2 if the Substitute has already agreed to work and does not need to be called
   PRESS 2 to Bypass requesting a substitute

7. 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

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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

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN
Open your browser and access the SmartFind*Express* Sign In page. Enter your Access ID and PIN.

PIN REMINDER
The "Trouble Signing In" 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 and have a valid email address in your profile to use this option.*

PROFILE
    Information
- Review profile status and address information.

    Update Email
- Enter or change email address.

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

SELECT ROLE
- For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

TO CREATE AN ABSENCE
Choose the *Create an Absence* link
Important Note: Items in Bold are <u>required</u> to complete 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.**
  NOTE: *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can continue with the job create with this reason or choose another reason. You can also provide an Approval Comment.* ***Absence Approval may not be enabled for your district.**
- **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

- o 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.
  - o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - o Modify daily schedule and/or times for absence and substitute
- Request a particular substitute
  - o Enter the substitute's access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
  - o Yes = substitute is prearranged and will not be called and offered the job
  - o No = call will be placed and the substitute 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**

> **COMPLETE!** You **MUST receive a Job Number** for your absence to be recorded in the system and to receive a substitute.

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 SmartFind*Express*. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind*Express*.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind*Express,* and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: *Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of* SmartFind*Express screens, such as the Return to List and Continue buttons.*