

## REGISTERING WITH THE SYSTEM:

1. You will receive an email from SmartFind Express (SFE) with your Access ID and PIN
2. Call the main system number provided in your email
3. Enter your Access ID, followed by the (\*) key
4. When the system asks for your PIN, enter your Access ID again, followed by the (\*) key
5. You will be asked to record your name, then press the (\*) key
6. Next you will hear the primary location and classification that has been set up in your profile, If this information is not correct, continue with registration then contact the Substitute Manager
7. Create your PIN followed by the (\*) key. The PIN can not be more than 9 digits
8. This PIN will only be used when accessing the system over the phone.

## CREATING YOUR PASSWORD FOR THE WEBSITE:

1. Once you have followed all the steps above to register your account, you can then go to the SmartFind Express website to create your password.
2. Enter your Access ID and then select “**forgot password**”



The screenshot shows a web form for password creation. It has two input fields: 'Access ID' containing '012345' and 'Password' which is empty. Below the fields is a blue 'Submit' button and a yellow 'Forgot Password?' link.

3. A separate screen will appear to enter your Access ID again, hit submit, and you should receive an email with a One-Time Password.
4. This will allow you to gain access to the website to reset your password to something you can remember.

## CREATING AN ABSENCE:

You can enter a new absence by selecting the **CREATE AN ABSENCE** tab.

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

- **Indicate if a substitute is required for this absence**
  - Choose Yes or No
- **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.*
- **Select Start and End Dates for your absence**
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon

- **Duration of Absence**
  - Select Full Day, Morning Half Day, or Afternoon Half Day
- Request a particular substitute (specify a substitute)
  - 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
  - Yes = substitute is prearranged and will not be called and offered the job
  - No = call will be placed and the substitute will be offered the job
- **Enter special instructions for the substitute to view**
- **Select the Continue button**

**Here is what it will look like**

**Absence Information**

To complete this absence, press Continue and proceed until a job number is assigned.

Location:

Classification:

Reason:

Budget Code:

Is a Substitute required?:  Yes  No

Dates: Start  End

(MM/DD/YYYY) (MM/DD/YYYY)

**REPORTING MULTIPLE DAYS?**

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.

If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

The times of the absence will be displayed on the next confirmation page before the absence is created.

**Weekly Schedule**

Monday	<input checked="" type="checkbox"/>	<b>What is the duration of the absence?*</b> <input checked="" type="radio"/> Full Day <input type="radio"/> Morning Half Day <input type="radio"/> Afternoon Half Day
Tuesday	<input checked="" type="checkbox"/>	
Wednesday	<input checked="" type="checkbox"/>	
Thursday	<input checked="" type="checkbox"/>	
Friday	<input checked="" type="checkbox"/>	

**Substitute**

Specify a Substitute? ID:  **Name Lookup**

**PRE-ARRANGED?**

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?:  Yes  No

Substitute Instructions:

(Maximum Characters=1000)

If you forget your login info., please contact the person on campus who handles substitutes or the district's Substitute Manager. The employee user guide is located in the upper right-hand corner under the "HELP" tab of Smartfind or you can access it by going to [bit.ly/bastropisdhr](http://bit.ly/bastropisdhr).