



SCHOOL DISTRICT NO. 8 (Kootenay Lake)
 SmartFind Express Automated Dispatch
CUPE Substitute - Quick Reference Card
 System Phone Number **1-844-802-5286**

Help Desk Operator – Kristen Skriver **250-505-7065** tabsence@sd8.bc.ca

Write your User ID here _____ (employee number)

Write your PIN here _____ (e-Serve number)

Web Browser URL kootenay.eschoolsolutions.com

*link can be accessed directly via the right hand side of SD8 website www.sd8.bc.ca

TELEPHONE ACCESS INSTRUCTIONS

MANUAL CALL OUT FOR SUBSTITUTES DURING THESE TIMES:

	Today's & Future Jobs
Weekdays	Starts at 6:15 am Custodians: 9:00 am

DECLINE/CANCEL REASONS:

Code	Name
1	Illness
2	Vacation
3	Already Working
4	Medical/Dental
5	Home Childcare
6	Bereavement
7	Classification doesn't match
8	Scheduling Challenge
9	Transportation

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

REGISTRATION

1. Enter your **Access ID (employee #)** followed by the star (*) key
2. Enter your **Access ID** again followed by the star (*) key.
3. Listen and verify your personal information.
4. When asked to update your **PIN #** please set it to your five-digit e-Serve number. **Do not change this again.**
- 5.

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Click the SD8/Microsoft Sign In button. Sign in using your SD8 email and password.

Note: *You must be registered with the system to use this option.*

SUBSTITUTE PROFILE

Personal Information - Review profile status and address information. View/update callback number; specify a Do Not Call time.

SCHEDULE

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.
 - Select “All Day” for available assignments

Classifications and Locations

- Review classifications and locations you have chosen for assignments

Unavailable 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

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.

You can click the [Help link](#) to access [Help Guides & How-to videos](#) (please do not change your PIN # after the initial registration process).

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.

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