SCHOOL DISTRICT NO. 8 (Kootenay Lake)
SmartFindExpress (SFE) - Teacher Quick Reference Card

System Phone Number   1-844-802-5286

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

Write your Access ID here _____ *(Employee number)*

Write your PIN here _____ *(e-Serve number)*

Web Browser URL **kootenay.eschoolsolutions.com**

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

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 am	7:00 pm – 9:00 pm (Mon-Thurs)
Saturday	None	None
Sunday	None	7:00 pm - 9:00 pm
Holidays	None	7:00 pm - 9:00 pm

REASONS FOR ABSENCE:

34	TIC - Teacher in Charge
35	Sick - Teacher
36	Family Illness/Medical/Dental (3days/yr) -specify reason-Teacher
37	Discretionary - 3 days/year - Teacher
371	Leave Without Pay - Teacher
38	Local Funeral - 1/2 day/funeral - Teacher
39	Bereavement - Immediate Family - Teacher
40	Family Responsibility - Teacher
41	Weddings/Grad - self/immediate family - specify - Teacher
42	School Based Pro-D - Teacher
43	School Staff Development - Teacher
44	Third Party Billing - Teacher
46	IEP Meeting - Teacher
47	School Based Cost - specify budget code & leave reason - Teacher
48	District Implementation - specify budget code & meeting -Teacher
49	Learning Improvement - Teacher
50	Extra or Co-Curricular Travel - Teacher
51	Aboriginal Education - School Cost - Teacher
52	Aboriginal Education - District Cost - Teacher
53	Paternity Leave - Teacher
54	Adoption Leave - paid - not including unpaid leave - Teacher
55	Community Service/Elected Office/Citizenship Court - Teacher
56	Jury/Court Duty - Teacher
57	Travel Delay - beyond teacher's control - Teacher
58	Retirement Seminar - within 5 years of retiring - Teacher
59	Education - Exam Writing/Teaching Training - specify - Teacher
60	French Immersion - Teacher
61	Provincial Championships - Superintendent Approved - Teacher
62	JSAC - Safety Committee - Teacher
63	Other Leave - specify leave reason & budget code - Teacher
64	KLTF - CVTA/NDTA - Teacher
641	KLTF - CVTA/NDTA - Teacher Pro-D
65	BCTF - Teacher
66	Extra Staffing-specify reason & budget code -Teacher (PVP use)
661	Unfilled Position - Teacher (PVP use only)

Before any features are available, you must register with the system and create a PIN. The Access ID (Employee number) and PIN (E-Serve number) 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 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. When asked to update your **PIN #** please set it to your five-digit e-Serve number. Do not change this again.

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN
Open your browser and access the SmartFind*Express* 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 and have a valid email address in your profile to use this option.*

PROFILE
   Information
   - Review profile status and address information.

SELECT ROLE
   - For multi-role employees i.e., employee & substitute, 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**
      o 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*

creation with this reason or choose another reason. You MUST also provide an Approval Comment. If details are requested, you **MUST** provide them in the approval comment. If details are not provided, leave approval will be denied.

- **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.
  - **NOTE:** if you require a substitute for only part of your leave (i.e., 3-day leave, but substitute only required for 1 day), you must put in 2 separate leave requests
  - Your default work schedule is shown. For non-consecutive days, 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
- Request a particular substitute (*TEACHERS ONLY*)
  - Enter the substitute by using the **Name Lookup** Search feature to find the substitute by name
  - the callout will be placed, and the substitute will be offered the job first
- Enter special instructions for the substitute to view (required even if you have specified a substitute as the substitute may not be available and a different substitute is called)
- 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

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 (Job cannot be cancelled less than 24 hours prior to start)
- If a substitute is assigned to your absence, you will 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 (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 SmartFind*Express screens, such as the Return to List and Continue buttons.*

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 – 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 number for the Absence reason from the list on the front page of this booklet, followed by the star (*) key, or wait to listen 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 (Job cannot be cancelled less than 24 hours prior to start)

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 RE-RECORD NAME

1. **PRESS 2** to Change the recording of your name

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