

SMARTFIND EXPRESS QUICK REFERENCE GUIDE FOR ALL SUBSTITUTES PHONE AND WEB BROWSER ACCESS INSTRUCTIONS

*** Please note that ALL NEW substitutes must register by phone with the system and create a PIN. The access ID and PIN are used for all interactions with the system and required before accessing the website**

- * Register by Phone:** **Dial (916) 512-8568**
Enter your access code – Which is your Employee Identification Number (EIN) and press the star “*” key.
Enter your PIN – Which is your Employee Identification Number (EIN) and press the star “*” key, a second time.
You will then be asked to choose a numeric 5 or 6 digit PIN.
You will be asked to voice your name.

Sites will need your Access Code to Request you by Phone

1. Your Employee Identification Number (EIN) is your access code.
2. Please **DO** give this access code to employees, if you would like them to request you. They will need your access code (EIN) to request you by phone.

Signing In on the Website

1. Open the web browser to the EGUSD Home Page: www.egusd.net
2. Click on **EGUSD Employment**
3. Click on **SmartFind Express**
4. Click on **CLICK HERE TO LOG ON TO SMARTFIND EXPRESS**
5. Enter your access ID/User ID (EIN), your new PIN/Password and the Captcha
6. You will view 3 tabs on the top right side of the screen:
Profile, Help, Sign Out
7. You will view 4 tabs on the top left side of the screen:
Home, Schedule, Available Jobs, Review Assignments

PROFILE TAB

Choose this tab to view and/or update your personal information:

- You may change the telephone number, where you can be contacted by the system. Include a “1” and area code only if it is out of the “916” area code (no dashes).
- You may also change your email and change your password.

SCHEDULE TAB

1. General
 - You may view and change your schedule. You may select certain days of the week or leave all days checked or you may select times you are available by leaving the *All Days* button checked or by entering specific start and end times.
 - Modify your availability schedule by choosing day(s) you do not want to work and by checking the *Delete* box by that day. Then click the *Delete* button.
2. Unavailability Dates Tab
 - Click the *New* button.
 - Use the calendar icons to select a date or date range that you will be unavailable.

- Select the *All Days* check box or enter the time range.
- Select the *Call for Future Assignments* check box, only if during the unavailable time period you would still like to receive calls for future assignments.
- Click the *Save* button.
- To delete any unavailability information, check the desired date range box and click the *Delete* button.

AVAILABLE JOBS TAB

USE THIS TAB TO SEE IF JOBS ARE AVAILABLE FOR YOU TO ACCEPT

1. You will only be able to view jobs that are compatible with your schedule.
2. To view all available jobs for the day, leave the date fields blank.
3. Or enter a specific date range by clicking on the calendar icons.
4. Click *Details* to view the job details.
5. Review the specifics of the job and choose the *Accept* or the *Decline* button.
6. If a job is in "call out" you will not be able to accept it until it stops, it may take a couple of minutes. Please continue to refresh the screen or call Substitute Services.
7. A Job Number will be assigned to you, if the job has been successfully assigned.
8. Record the Job Number.
9. Click on the *Return to List* button to select other jobs.

REVIEW (OR CANCEL) ASSIGNMENTS TAB

1. Choose this tab to review past, present or future jobs or to cancel a future assignment.
2. Select a format for the Assignment display: Select *List* or *Calendar*.
3. Enter a date range by clicking the calendar icons, or leave blank to view all assignments.
4. Enter a specific job number if you wish to only view that job.
5. Click the *Search* button.
6. You will view a list of jobs.
7. Click on any of the job numbers to view specific job details.
8. Click the *Cancel Assignment* button to cancel an assignment.
9. Enter a reason code for the cancellation.
10. Wait for the *Job Was Successfully Cancelled* notification and print the screen if possible for your own records.
11. Click the *Return to List* button to review details of other jobs.

Phone Access for *Current* SmartFind Express Users

1. Dial the system phone number: (916) 512-8568.
2. Enter your access ID (EIN), followed by the star "*" key.
3. Enter your PIN, followed by the star "*" key.
4. Follow the automated instructions to:
 - Hear job offers
 - Review assignments
 - Cancel assignments

General Information

SmartFind Express System Phone Number: **(916) 512-8568**

Help Desk Phone Number:

If your last name begins with **A – G**

Pam Herrera

(916) 686-7797 ext. 67162

pherrera@egusd.net

If your last name begins with **H – L**

Jennifer Di Paolo

(916) 686-7797 ext. 67163

jdipaolo@egusd.net

If your last name begins with **M – Z**

Michelle Duran

(916) 686-7797 ext. 67165

eduran@egusd.net

System Calling Times

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 a.m.	4:00 p.m – 10:00 p.m.
Saturday	None	1:00 p.m – 10:00 p.m.
Sunday	None	1:00 p.m – 10:00 p.m.
Holidays	None	1:00 p.m – 10:00 p.m.

Cancellation Reasons

1. Illness
2. Personal
3. Working in Other District
4. Transportation
5. Prefer Different Assignment
6. Other