

WEB BROWSER ACCESS INSTRUCTIONS

<https://wv.sfe.powerschool.com>

Open your web browser and access the SmartFindExpress HOMEPAGE.

Review the ANNOUNCEMENTS to the left of the SIGN ON section of the HOMEPAGE for Instructional Videos

Enter your EMPLOYEE ID and PASSWORD

PROFILE

Choose the Profile link IN UPPER RIGHT HAND CORNER to validate or change your email.

Choose the circle with your 2 initials to view your personal information and make changes

Notifications- scroll down to bottom of page to set up (SMS) TEXT MESSAGES

Schedule- view daily availability/user can change

Locations- view only

Classifications- view only

Personal- change/verify EMAIL & PHONE NUMBER

JOB SEARCH – can view future assigned jobs and past jobs, and Unavailable dates

SIGN OUT AND WEB BROWSER INFORMATION

Pressing 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 browser when you finish with your session.

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.

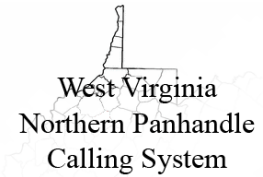
When logging onto the WEB:
<https://wv.sfe.powerschool.com> - there are Instructional Videos on the HOMEPAGE to help navigate the system.

There is a MOBLE APP for substitutes.
Information for downloading is available in the UPPER RIGHT hand corner of your profile.

ALL PROFILES ARE REQUIRED TO HAVE AN EMAIL ADDRESS AND PASSWORD AS OF 7/1/2020. THE PASSWORD WILL BE USED TO LOG INTO THE WEB AND NEEDS TO BE 8 CHARACTERS.

ACCESSING THE SYSTEM ON THE PHONE WILL REMAIN UNCHANGED.

Instructions are enclosed for creating PASSWORD



SmartFind Express
Substitute Quick Reference
System Phone Number:
1-877-403-0403

Help Desk: 1-304-843-4437 Fax: 1-304-843-4409

Employee ID: _____ PIN: _____

Password: _____

Web Browser URL:
<https://wv.sfe.powerschool.com>

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am and continues until 50 % of completion of job	6:00 - 10:00 pm
Saturday	None	None
Sunday	None	6:00 - 10:00 pm
Holidays	None	6:00 - 10:00 pm

REGISTERING WITH SYSTEM FOR THE FIRST TIME:

1. Enter your EMPLOYEE ID, followed by the Star (*) key
2. When prompted for a PIN number, re-enter your EMPLOYEE ID, followed by the Star (*) key
3. Record your name followed by the Star (*) key
4. Create a 6 digit numeric PIN number followed by the Star (*) key, not ending in the number 9
5. Continue with Registration Process on page 2

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your EMPLOYEE ID, followed by the Star (*) key
2. Enter your PIN, followed by the Star (*) key

When the system calls your phone, pressing the Star (*) key will make the system wait 2 minutes before becoming invalid in order for you to retrieve and enter your EMPLOYEE ID and PIN

DECLINE/CANCELLATION REASONS

1. SICK
2. UNAVAILABLE
3. JURY DUTY
4. SUBSTITUTING IN ANOTHER COUNTY

Revised February 2021

REGISTRATION

1. Record your name followed by the **Star (*) key**
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang-up
2. Hear your callback telephone number
PRESS 1 to Modify your callback number
PRESS 1 if Correct
PRESS 2 to Re-enter
PRESS 9 to Exit to next step
3. If your PIN is the same as your EMPLOYEE ID, enter a PIN at least six (6) digits in length followed by the **Star (*) key**
PRESS 1 if Correct
PRESS 8 to Re-enter
PRESS 9 to Exit and hang-up

THE SYSTEM CALLS HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and hang-up
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the **Star (*) key** or wait for a list of reasons
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number.
You are successfully assigned to the job.
PRESS 1 to Hear the job number again
PRESS 2 to Repeat the job description
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 1 followed by the **Star (*) key** or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and repeat this step
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.
Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit and hear the job offer

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information
PRESS 9 to Exit and hang-up

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name
- 9 - Exit and hang-up

1 - REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
PRESS 8 to Hear another assigned job
PRESS 9 to Exit to menu options
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation
Enter cancellation reason from page 1 followed by the **Star (*) key** or wait for a list of reasons
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hear next assignment
PRESS 9 to Exit and hear next assignment (assignment will not be cancelled)

3 - CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
PRESS 9 to Exit to menu options (number will not be changed)
2. Enter new telephone number followed by the **Star (*) key**.
Hear the new telephone number
PRESS 1 if Correct
PRESS 2 to Re-enter the number
PRESS 9 to Exit to menu options

4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

1. Hear the temporary "Do Not Call" time
PRESS 1 to Enter a time
PRESS 2 to Delete this time
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Enter a time, hear a time offered
PRESS 1 to Accept the time offered
PRESS 8 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to menu options

5 - REVIEW OR MODIFY UNAVAILABILITY DATES

1. **PRESS 1** to Review or delete unavailability period
PRESS 2 to Add a new unavailability period
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailability period
PRESS 2 to Hear the next unavailability period
PRESS 9 to Exit to menu options
3. If you **pressed 2** to Add dates
Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)
Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)

Indicate unavailable all day?

- PRESS 1** for Yes
- PRESS 2** to Enter time
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
Repeat procedure for End time

Receive calls for future assignments during unavailable period?

- PRESS 1** to Receive calls for future jobs during this unavailability period
- PRESS 2** if you do not want to receive calls for future jobs during this unavailability period
- PRESS 9** to Exit and review or modify unavailability dates (without saving unavailability period)

6 - REVIEW OR MODIFY DAILY AVAILABILITY

1. **PRESS 1** to Review or delete, hear a time period you are available to work
PRESS 2 to Enter a new time period you are available to work
PRESS 3 to Review or delete, hear a time period you should not be called
PRESS 4 to Enter a new time period you should not be called
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Review or delete a time period you are available to work, or **pressed 3** to review or delete a time period you should not be called, hear the day and time period in chronological order
PRESS 1 to Delete this time period
PRESS 8 to Hear the next time period
PRESS 9 to Exit to review or modify daily availability
3. If you **pressed 2** to Enter a new time period you are available to work, or **pressed 4** to a new time period you should not be called
Select the day of the week
PRESS 1 for Monday thru Friday
PRESS 2 - 8 for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)
If you **pressed 1** thru **8**, enter a time
PRESS 1 for All day
PRESS 2 to Enter start and end time
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to review or modify daily availability (without saving changes)

7 - TO CHANGE PIN OR RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Change your PIN
Enter a new PIN at least six (6) digits in length followed by the **Star (*) key**
PRESS 1 if Correct
PRESS 8 to Re-enter
PRESS 9 to Exit to menu options
3. If you **pressed 2** to Change the recording of your name
Record your name; press the **Star key (*)** when finished
PRESS 1 to Accept
PRESS 2 to Re-record name
PRESS 9 to Exit to menu options

9 - Exit and Hang-up