



My Access ID#: \_\_\_\_\_

My PIN #: \_\_\_\_\_

\*Please save this information on the "Substitute System Quick Reference Card" provided during HR processing

# eSchool Sub System Guide

The following table is intended to clarify expectations for regular and substitute employees regarding the use of eSchool to report absences and accept substitute assignments.

TOPIC	DETAILS
<i>How the System Works</i>	<ul style="list-style-type: none"> <li>• All employees report immediate or anticipated absence in eSchool system, from which the system will automatically list as an immediate or future opportunity</li> <li>• Sites/departments may manually request subs for now or in the future by inputting the assignment information into the eSchool system</li> <li>• For assignments known well in advance, eSchool will make available for selection in phone or web systems</li> <li>• For assignments known the night before, eSchool will call from 6:00-10:00PM</li> <li>• For assignments known the morning of, eSchool will call from 5:00 until time of assignment</li> </ul>
<i>What you Need to Access the eSchool System</i>	<ul style="list-style-type: none"> <li>• <b>Phone Number</b> - (714) 999-3516</li> <li>• <b>Web address</b> - <a href="http://www.anaheimuhsd.eschoolsolutions.com">www.anaheimuhsd.eschoolsolutions.com</a></li> <li>• <b>Access ID#:</b> _____ - Received during initial processing meeting in HR Office</li> <li>• <b>PIN#:</b> _____ - Same as Access ID# during initial processing meeting. You'll be prompted to change when using system for first time.</li> </ul>
<i>Reporting an Absence</i> <b>(ALL EMPLOYEES)</b>	<ul style="list-style-type: none"> <li>• Call (714) 999-3516 then enter ID and PIN #</li> <li>• Press #1 for employees               <ul style="list-style-type: none"> <li>○ Press #1 to create absence</li> <li>○ Press #2 to review, cancel, or modify absence</li> <li>○ Press #3 to review work location and description</li> </ul> </li> </ul>

<b>PHONE SYSTEM</b>	<i>Using the Phone System for 1<sup>st</sup> Time</i>	<ul style="list-style-type: none"> <li>• Register by calling (714) 999-3516</li> <li>• Enter your Access ID#, followed by the (*) key</li> <li>• When asked for your PIN#, enter your Access ID# again, followed by the (*) key</li> <li>• When asked to record your name, state your full name and press the (*) key</li> <li>• Enter the PIN# you want, followed by the (*) key.</li> <li>• Your PIN must be between 6-9 digits long (numbers only)</li> </ul>	<b>PHONE MENU OPTIONS</b>
	<i>Accepting an Assignment When Called</i>	<ul style="list-style-type: none"> <li>• Press #1 to hear the job offer               <ul style="list-style-type: none"> <li>○ Press #1 to HEAR the job description                   <ul style="list-style-type: none"> <li>▪ Press #1 to ACCEPT the job</li> <li>▪ Press #2 to REPEAT the job description</li> <li>▪ Press #3 to DECLINE the job</li> </ul> </li> <li>○ Press #2 to DECLINE the job</li> </ul> </li> <li>• Press #2 to setup temporary DO NOT CALL               <ul style="list-style-type: none"> <li>○ Press #1 to accept the time offered</li> <li>○ Press #2 to enter an earlier time in HH:MM format</li> </ul> </li> </ul>	
	<i>Calling to Select an Assignment</i>	<ul style="list-style-type: none"> <li>• When calling into System</li> <li>• Press #2 to hear available jobs               <ul style="list-style-type: none"> <li>○ Press #1 to REPEAT assignment</li> <li>○ Press #2 to ACCEPT assignment</li> <li>○ Press #3 to DECLINE assignment, then (*) to provide reason</li> </ul> </li> </ul>	

<b>WEB SYSTEM</b>	<i>Using the Web System for 1<sup>st</sup> Time</i>	<ul style="list-style-type: none"> <li>• Perform internet search for "SmartFindExpress AUHSD"               <ul style="list-style-type: none"> <li>○ Confirm address is "anaheimuhsd.eschoolsolutions.com/logOnInitAction.do"</li> </ul> </li> <li>• Enter Access ID# and PIN# created by employee (from initial phone system setup)</li> <li>• Once logged in, your home page is displayed               <ul style="list-style-type: none"> <li>○ Review/update your email address under the "Profile" menu</li> </ul> </li> <li>• The User Guide is available in the "Help" menu</li> </ul>
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