



ANAHEIM UNION HIGH SCHOOL DISTRICT  
SMARTFIND EXPRESS SUBSTITUTE SYSTEM



## Certificated Substitute Quick Reference

### INTERNET ACCESS INSTRUCTIONS

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**System Phone Number:** (714) 999-3516  
**Help Desk Phone Number:** (714) 999-3550  
**Write your Access ID here:** 64-0000- \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ or 64-000 \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (no leading zeros)  
**Write your PIN here:** \_\_\_\_\_  
**Web Browser URL:** <https://anaheimuhsd.eschoolsolutions.com>

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#### SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

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#### PIN REMINDER

The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

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#### PROFILE

- Information** - Review profile status and address information.
- Update Email** - Enter or change email address. An email address is required to utilize PIN reminder function.
- Callback Number** - View/update callback number; specify a Do Not Call time.
- Change Password** - Enter your current PIN followed by a new PIN twice and click Save

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#### 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. Follow the steps for "Create a New Availability Schedule" as outlined above

##### Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code.
- Specify a temporary "Do Not Call Until" time if you do not want to be called by the system.

##### Classifications and Locations

- Review classifications and locations you have chosen for assignments

##### Unavail 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

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#### AVAILABLE JOBS

Choose the **Available Jobs** link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - Select the *Return to List* button to return to the job listing



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#### REVIEW ASSIGNMENTS

Choose the **Review Assignments** link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - Select the *Return to List* button to review other jobs assigned to you
  - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment within 1 hour of the start time.
  - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

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#### 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 and How-to videos.

**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.