ANAHEIM UNION HIGH SCHOOL DISTRICT
SMARTFIND EXPRESS SUBSTITUTE SYSTEM

Classified & Certificated Employee Quick Reference

TELEPHONE ACCESS INSTRUCTIONS

eSchool SOLUTIONS
SmartFindExpress®

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**

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	6:00 - 10:00 pm
Saturday	None	None
Sunday	None	6:00 - 10:00 pm
Holidays	None	6:00 - 10:00 pm

REASONS FOR ABSENCE:

1. Sick Leave
2. Personal Necessity
3. Professional Development or School Business
4. Union Business
5. Bereavement
6. Jury Duty
7. Military Leave
8. Personal Without Pay
9. Workers Comp
10. Non-Duty
11. Vacation
12. Subpoena

> Before any features are available, you must register with the system and create a PIN. The Access ID and PIN 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 when it asks for your PIN 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. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

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 – Change PIN, 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)

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3. Enter the reason from above followed by the star (*) key or wait for a list of reasons

FOR ***CERTIFICATED*** EMPLOYEES:	FOR ***CLASSIFIED*** EMPLOYEES:
4. Record Special Instructions **PRESS 1** to Record special instructions. Press the star (*) key when done **PRESS 2** to Bypass this step	4. Complete Absence **PRESS 1** to Receive the job number ***Record the Job Number. The Job Number is your confirmation.***
5. Is a Substitute Required? **PRESS 1** if a substitute is required **PRESS 2** if a substitute is not required	
6. If you **pressed 1**, a substitute is required	

7. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute
    Enter the substitute access ID, followed by the star (*) key
        PRESS 1 to Accept requested substitute
           PRESS 1 if the Substitute should be called
           PRESS 2 if the Substitute has already agreed to work and does not need to be called
PRESS 2 to Bypass requesting a substitute	

8. 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

    Hear the job information
    PRESS 1 to Hear absence information again
    PRESS 2 to Modify special instructions
    PRESS 3 to Cancel the absence

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 CHANGE PIN or RE-RECORD NAME

    PRESS 1 to Change your PIN
    PRESS 2 to Change the recording of your name