Unified Talent
SmartFind Express

Los Angeles Unified School District
Early Childhood Education
Substitute Quick Reference Card
Viewing Available Substitute Assignments

System Phone Number   **800-633-6466 or 213-481-7224**

Help Desk Phone Number 213-241-2404

Write your Password here _____

Write your Access ID here _____

Write your PIN here _____

Web Browser URL   **sfe.lausd.net**

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 am	4:00 - 9:00 pm
Saturday	None	None
Sunday	None	4:00 - 9:00 pm
Holidays	None	4:00 - 9:00 pm

DECLINE/CANCEL REASONS:
1. Illness
2. No Transportation
3. Working in another District

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for interactions using the phone.

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 callback #. Correct if necessary.
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.

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TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

THE SYSTEM CALLS

HEAR THE JOB OFFER
1. **PRESS 1** to Hear the job offer
    PRESS 2 to Set temporary Do Not Call
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
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 2 to Repeat the job description
    PRESS 3 to Decline the job
        Enter the decline reason from page 1 followed by the star (*) key
        PRESS 1 to Accept
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.

HEAR THE CANCELLATION
1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS
1 - Review or Cancel Assignments
2 – Hear Available Jobs
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

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
2. If you **pressed 2** to Cancel assignment
    PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS
1. Hear assignment information
    PRESS 1 to Repeat assignment
    PRESS 2 to Accept assignment
    PRESS 3 to Decline assignment

2. If you **pressed 3** to Decline assignment
    Enter decline reason from page 1 followed by the star (*) key

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CHANGE YOUR CALLBACK NUMBER
1. Hear the Callback telephone number
    PRESS 1 to Modify callback telephone number
2. Enter new telephone number followed by the star (*) key.

TO CHANGE PIN or RE-RECORD NAME
1. **PRESS 1** to Change your PIN
    PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN
Open your browser **sfe.lausd.net** and access the SmartFind*Express* Sign In page. Enter your Access ID and PIN. You will be prompted to create a new password. Follow the New Password Requirements to create a password. After login using Access ID / Password you will be prompted to validate your email address and callback number.

FORGOT PASSWORD
The "Forgot Password?" link supports users who want to log into the system but have forgotten their Password. When this link is selected, the system displays the Password Reminder Request page. The user's Access ID must be entered on this page. Instructions will be sent to the email address on your profile.
Note: *You must be registered with the system to use this option.*

PROFILE
> **Personal Information –** Review profile status, address information, enter or change email address, change your password or PIN, View/Update callback number; specify a Do Not Call time or Block phone calls from SmartFind Express and Activate SMS Text Notifications if district allows.
> **My Acknowledge Notifications –** Review Notification Acknowledgements
> **Notification Preferences –** Select your Notification Preferences.

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

Sub Auto Accept – if enabled by the district
- Select different criteria to determine which jobs you would like to accept automatically.
  - o You will not receive a phone call.
  - o An email must be included in your profile to receive confirmation of the accepted job.

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

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 SmartFind*Express*. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFind*Express*.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind*Express,* 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 SmartFind*Express screens, such as the Return to List and Continue buttons.*