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 (listed in order of voice prompt):

1. PERSONAL ILLNESS	15. VACANCY	20. ADMINISTRATIVE LEAVE	3. NON-DUTY DAY
10. PERSONAL WITHOUT PAY	16. FAMILY LEAVE	21. LTS-VACANCY	4. PERSONAL NECESSITY
11. SUBPOENA	17. GROWTH	22. LTS-PERSONAL LEAVE	7. WORKER'S COMP
12. MILITARY LEAVE	18. TRAGEDY LEAVE	23. LTS-MILITARY LEAVE	8. BEREAVEMENT
13. SABBATICAL	19. CHILD/PRNT/SPOUSE	24. UNION BUSINES	9. JURY DUTY
14. *VACATION	2. EXCUSED	25. FURLOUGH DAY	

> 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)

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