**BONITA UNIFIED SCHOOL DISTRICT**
**Employee Quick Reference Card**

**System Phone Number**           (909) 592-5340

**Write your Access ID number here**_____

**Web Browser URL**           https://sfe.bonita.k12.ca.us

**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

|  | Today's Jobs | Future Jobs |
|---|---|---|
| Weekdays | Starts at 5:00 am and continues until 30% of completion of job | 4:00 - 9:30 pm |
| Saturday | None | None |
| Sunday | 5:00 – 9:30 pm | 5:00 -9:30 pm |
| Holidays | 5:00 – 9:30 pm | 5:00 -9:30 pm |

**TELEPHONE ACCESS INSTRUCTIONS**

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

(If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

**REGISTRATION**

1.    Record your name followed by the star (*) key
       **PRESS 1** to Accept
       **PRESS 2** to Re-enter
       **PRESS 9** to Exit and hang-up

2.    Hear your work locations and job descriptions. If they are not accurate, contact the help desk

3.    If your PIN is the same as your Access ID, enter a new PIN
       Enter a PIN at least six (6) digits in length followed by the star (*) key
       **PRESS 1** if Correct
       **PRESS 8** to Re-enter
       **PRESS 9** to Exit and hang-up

**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**

**WORK AT MULTIPLE LOCATIONS?**

If you **pressed 1** to Create an absence

1.    Enter the location code followed by the star (*) key or wait to hear a list of locations

2.    **PRESS 1** to Accept location choice

**PRESS 2** to Re-enter
**PRESS 9** to Exit to menu options

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**Menu Option 1- 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
    **PRESS 9** to Exit to menu options

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
    Enter two digits for the month and two digits for the day (MMDD)
    **PRESS 9** to Exit to menu options

    For all options
    Enter Start Time
    **PRESS 1** to Accept offered time
    **PRESS 2** to Enter time
    Enter two digits for the hour and two digits for the minutes in HH:MM format. Enter 1 for am or 2 for pm
    **PRESS 9** to Exit to menu options
    Repeat procedure for end date and time

3.  Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
    **PRESS 1** if Correct
    **PRESS 2** to Re-enter
    **PRESS 9** to Exit to menu options

4.  Record Special Instructions
    **PRESS 1** to Record special instructions. Press the star (*) key when done
    **PRESS 2** to Bypass this step

5. Is a Substitute Required?
    **PRESS 1** if a substitute is required
    **PRESS 2** if a substitute is not required
    **PRESS 9** to Exit to menu options

6.  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 9** to Exit to menu options
    **PRESS 2** to Re-enter
    **PRESS 2** to Bypass requesting a substitute

7. Complete Absence
    **PRESS 1** to Receive the job number
    **Record the Job Number. The Job Number is your confirmation.**
    **PRESS 1** to Hear the job number again
    **PRESS 9** to Exit to menu options
    **PRESS 2** to Review absence information

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**Menu Option 2 - TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS**

1.  Hear the job information
    **PRESS 1** to Hear absence information again
    **PRESS 2** to Modify special instructions
    **PRESS 3** to Cancel the absence
    **PRESS 8** to Hear the next absence
    **PRESS 9** to Exit to menu options

2.  If you **pressed 2** to Modify special instructions
    **PRESS 1** to Delete
    **PRESS 2** to Re-enter
    Record instructions. Press the star (*) key when done
    Hear the new instructions
    **PRESS 1** if Correct

           **PRESS 2** to Re-enter
           **PRESS 9** to Exit
     **PRESS 9** to Exit and hear next absence

3. 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
           **PRESS 9** to Exit and hear next absence
     **PRESS 9** to Exit and hear next absence (without canceling)
     Once you confirm a request to cancel the job, you **MUST** wait for the system to say *"Job Number has been cancelled."*

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**Menu Option 3 - TO REVIEW WORK LOCATIONS AND JOB DESCRIPTIONS**

1.      Hear a list of your work locations and job descriptions

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**Menu Option 4 - TO CHANGE PIN OR RE-RECORD NAME**

1. **PRESS 1** to Change your PIN
     **PRESS 2** to Change the recording of your name
     **PRESS 9** to Exit to menu options

2. If you **pressed 1** to Change your PIN
     Enter a new PIN at least six (6) digits in length, followed by the star (*) key
           **PRESS 1** if Correct
           **PRESS 8** to Re-enter
           **PRESS 9** to Exit to menu options

3. If you **pressed 2** to Change the recording of your name
     Record your name. Press the star key (*) when done
           **PRESS 1** to Accept
           **PRESS 2** to Re-record name
           **PRESS 9** to Exit to menu options

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## WEB BROWSER ACCESS INSTRUCTIONS

**SIGN IN**

Open your browser and access the SmartFind*Express* Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

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**TO CREATE AN ABSENCE**

Choose the *Create an Absence* link
**Important Note:  Items in Bold are <u>required</u> to complete an Absence and receive a Job Number.**

- **Select the Location**

- **Select the Classification**
    - Choose from the drop-down menu

- **Select the Reason for this absence from the drop-down menu**

- **Indicate if a substitute is required for this absence**
    - Choose Yes or No

- **Select Start and End Dates for your absence**
    - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon

- **Select Start and End Times for your absence.  Default times are listed**
    - To change defaults, enter time in HH:MM am or pm format
    - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times

- **Multiple Day (Recurring) Absence. Select the *Modify Schedule* button**
    - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
    - Modify daily schedule and/or times for absence and substitute
    - Select the *Continue* button

- **Request a particular substitute**
  - o Enter the substitute's access ID number or use the Search feature to find the substitute by name

- **Indicate if the requested substitute has accepted this job**
  - o Yes = substitute is prearranged and will not be called and offered the job
  - o No = call will be placed and the substitute will be offered the job
  - o

- **Enter special instructions for the substitute to view**

- **Select the Continue button**

- **Select the Create Absence button to receive a Job Number**

## TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps
- Select the format for absence display:  List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen
- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing

## 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.

**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.*