

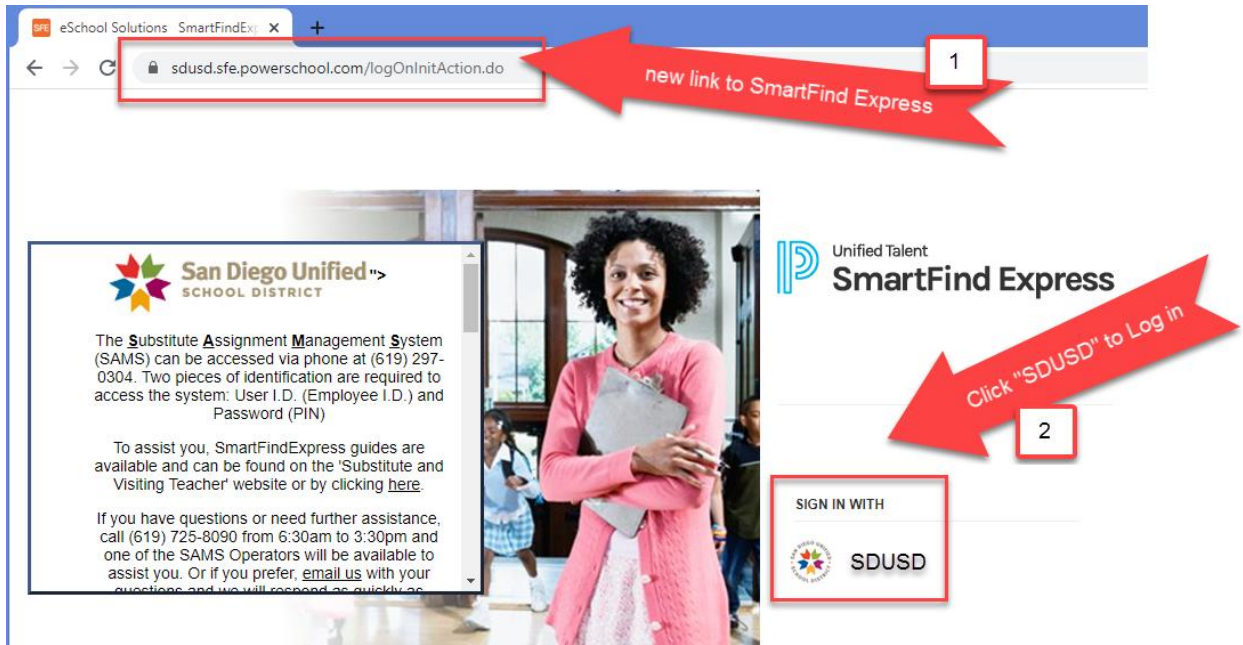
New Changes to SmartFind Express (SAMS) website!

**** There have been no changes to the IVR system. If using a phone to create absences or accept jobs, the process remains the same as before. Your PIN is still valid and accepted. ****

New Log-in Process:

- 1) SmartFind Express (SAMS) has a new URL. Please bookmark this new link in your favorites.

<https://sdusd.sfe.powerschool.com/logOnInitAction.do>



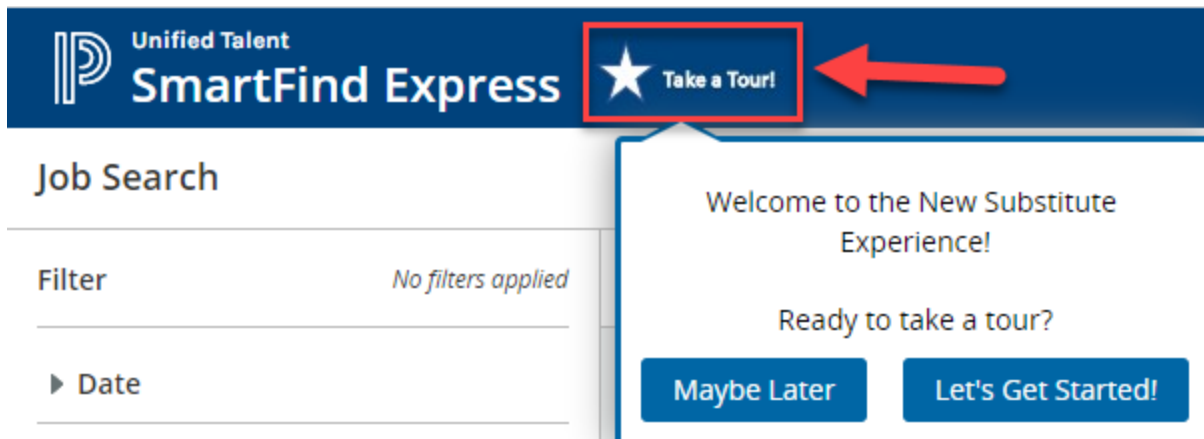
- 2) For increased security, the website log-in process has been improved. Employees will now use Single Sign On (SSO) functionality to sign in to SmartFind Express. Simply click the SDUSD logo as shown above. You will then be redirected to the SDUSD employee log in page. Please enter your **Employee ID** and **district password** to access the system. Once logged in, you will be taken directly to your new SmartFind Express homepage.



SmartFind Express for Substitutes

SmartFind Express has been redesigned with a streamlined, user-friendly new Substitute homepage.

The first time logging into the new platform, you will be prompted to optionally take a tour of some of the highlighted changes. You may view the tour at any time in the future by clicking “Take a Tour!”



New Substitute Homepage – Where to Find and Accept Jobs

The new homepage displays a more modern look and feel, making it easier to find and accept jobs.

New Substitute Web Experience Deep Dive

Web Experience: Home Page

The screenshot shows the main interface of the SmartFind Express homepage. On the left is a 'Job Search' sidebar with a 'Filter' button and an 'Apply Filter' button. The main area displays a table of available jobs. The table has columns for Date, Time, Duration, Employee, Classification, Location, Decline, and Accept. There are five numbered callouts (1-5) pointing to specific features: 1) The 'Available' tab, 2) the 'Filter' sidebar, 3) the 'Decline' and 'Accept' buttons, 4) the down arrow next to a job row, and 5) the 'Take a Tour' button in the top navigation bar.

Available	Active	Finished	Cancelled	Unavailable		
1						
▼						
Monday 2021/04/26	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification ZZ Test Location	Decline (X)	Accept (✓)
▼						
Tuesday 2021/04/27	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification ZZ Test Location	Decline (X)	Accept (✓)
▼						
Wednesday 2021/04/28	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification ZZ Test Location	Decline (X)	Accept (✓)
▼						
Thursday 2021/04/29	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification ZZ Test Location	Decline (X)	Accept (✓)
▼						
Thursday 2021/04/29	08:00 AM 04:00 PM	Full Day	ZZ Test Employee	ZZ Test Classification ZZ Test Location	Decline (X)	Accept (✓)
▼						
Friday 2021/04/30	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification ZZ Test Location	Decline (X)	Accept (✓)

- 1 We provide substitutes with available jobs that meet their availability and preferences right on the home page!
- 2 If a substitute wants to drill down to see a specific kind of job (i.e., full day job for next Wednesday), they can from Filters.
- 3 A substitute can accept or decline right from the home page, making it as easy as possible to get a job!
- 4 If a substitute needs more details to make their decision, they can select the down arrow to see more details on a job.
- 5 And training is done in real time right on the web! Substitutes can Take a Tour of the intuitive new interface

- 1) Available jobs are more easily viewed on a single page without having to enter dates to search.
- 2) Filtering capability is available on the left hand side menu.
- 3) Jobs may be accepted or declined directly on the page.
- 4) Job Details can be quickly reviewed by clicking on the down arrow to the left of the job.

Viewing upcoming (accepted) jobs:

New Substitute Experience User Guide

How do I see my jobs coming up?

Steps:

- 1 From the Home Page, select the "Active" tab. The layout is the same as the Available Jobs!
- 2 View all your Active Jobs from this page. If you need more information, just hit the down arrow.
- 3 You can also view your Active Jobs from your Calendar! Just select the "My Calendar" button.

Available	Active	Finished	Canceled	Unavailable			
Job ID	Date	Time	Duration	Employee	Classification	Location	
▼ 5775	Monday 07/05/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location	
▼ 5777	Wednesday 07/07/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location	
▼ 5778	Thursday 07/08/2021	07:30 AM 05:00 PM	Full Day	Emp 7001 Michael	ZZ Test Classification	Remote ZZ Test Location	

The layout of the Active page is similar to the Available page for ease of use.

- 1) The Active tab will display your accepted jobs. Filtering capability is available from the left side menu.
- 2) Job Details can be quickly reviewed by clicking on the down arrow on the left.
- 3) Jobs can also be viewed in a monthly format by clicking My Calendar.

Adding Unavailability:

New Substitute Experience User Guide

How do I add unavailability and why should I?

Steps:

- 1 Select the "Add Unavailability" button on the top right of your screen, and a modal will pop up.
- 2 Select when you will be available (this is required!).
- 3 Then select the time and duration of your unavailability. If you don't want to receive communication all day, select "All Day". If you are only unavailable for a short time (i.e., doctor's appointment), you can select "Custom Time"
- 4 If you want to keep receiving communication (calls, texts) from SmartFind Express when you're unavailable, select this checkbox to turn it ON, meaning you will receive communication.

Date	Time	Duration
Monday 2021/04/26	06:30 AM 07:00 AM	Custom Day
Tuesday 2021/04/27	06:30 AM 07:00 AM	Custom Day
Wednesday 2021/04/28	06:30 AM 07:00 AM	Custom Day
Thursday 2021/04/29	06:30 AM 07:00 AM	Custom Day
Thursday 2021/04/29	08:00 AM 04:00 PM	Full Day
Friday 2021/04/30	06:30 AM 07:00 AM	Custom Day

- 5 Select "Save", and your unavailability will be saved!

Why Should I Add An Unavailability?

Adding an Unavailability tells your district that you are unable to work that date or time period. There are many reasons substitutes use unavailability:

- You are going on vacation and want to unplug
- You have a doctor's appointment
- It's your birthday and you need a day off!

- 1) To add Unavailability dates/times, start by clicking "Add Unavailability" in the top right corner of the page.
- 2) Select the dates for which you are unavailable.
- 3) Select "All Day" or choose "Custom Time" and enter specific unavailable hours.
- 4) Decide whether or not to receive communications from SmartFind Express (SAMS) during this period.
- 5) Save your entry. You will now be able to view this time in both My Calendar and the Unavailability page.

Date	Duration/Time	Receive Future Job Calls	Edit	Remove
Wednesday 12/15/2021	12:00 AM 11:59 PM	No	1	2

- 1) To Edit Unavailable time, simply click the pencil icon on the right.
- 2) To Cancel Unavailable time, click the trash can icon.

Finding Help:

New Substitute Experience User Guide

How do I find this User Guide (and other Help Documentation)?

Steps:

- 1 The (?) icon on the top right will lead you to two pages:
 - "Online Help" (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!). **This User Guide will be here.**
 - "Help Center" – a page with your districts address, phone number, and email.

The image shows a sequence of three screenshots illustrating how to find help documentation.
Screenshot 1 (top right) shows a user interface with a notification bell, a question mark icon, and a user profile icon labeled 'SZ'. A dropdown menu is open, showing 'Help Options', 'Online Help', and 'Help Center'.
Screenshot 2 (middle) shows the 'SmartFind Express Help for Substitutes' page. The page title is 'Unified Talent SmartFind Express Help for Substitutes'. It features a search bar, a sidebar with navigation links like 'Get Started', 'Find Available Jobs', and 'Manage Active Jobs', and a main content area with sections for 'Welcome to SmartFind Express Help for Substitutes', 'Recent Topic Updates', and 'Hot Topics'.
Screenshot 3 (bottom) shows the 'Substitute Help Desk' page. It has a dark blue background with the title 'Substitute Help Desk' and three circular icons for 'Address' (location pin), 'Phone' (phone handset), and 'Email' (envelope).

Need extra help? PowerSchool provides SmartFind Express help documentation by clicking on the “?” icon in the upper right hand corner. For additional support please refer to the contact details provided, email subhelp@sandi.net