Harford County Public Schools
Employee Quick Reference Card

System Phone Number _____ 443-356-4040
Help Desk Phone Number _____ 410-809-6341
Write your Access ID here ________________
Write your PIN here ________________
Web Browser URL _____ hcps.eschoolsolutions.com

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

<table>
<thead>
<tr>
<th></th>
<th>Today's Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 5:30 am</td>
<td>5:30 - 9:45 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>5:30 - 9:45 pm</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>5:30 - 9:45 pm</td>
</tr>
</tbody>
</table>

REASONS FOR ABSENCE:
1. Death in Immediate Family
2. Death out of Immediate Family
3. Personal Illness
4. Jury Duty
5. Illness in Family
6. Urgent Business
10. Professional Development – School Authorized
11. Field Trips
12. Professional Development – County Authorized
15. Annual Leave (Does not apply to all positions.)

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 four (4) 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

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**MENU OPTIONS**

1 – Create an Absence
2 – Review, Cancel Absence or Modify
3 – Review Work Locations and Job Descriptions
4 – Change PIN, Re-record Name
9 – Exit and hang-up

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**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 page 1 followed by the star (*) key or wait for a list of reasons

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? (Substitutes do not apply to all positions.)
   
   PRESS 1 if a substitute is required
   PRESS 2 if a substitute is not required

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 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.

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

2. 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

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 and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

PIN REMINDER
The “Trouble Signing In” link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user’s Access ID and the security code being displayed must be entered on this page. Note: You must be registered with the system and have a valid email address in your profile to use this option.

PROFILE Information
• Review profile status and address information.

Update Email
• Enter or change email address.

Change Password
   ☐ Enter your current PIN followed by a new PIN twice and click Save.
SELECT ROLE

☐ For multi-role employees, click on the desired icon to access another profile. No need to log out of the system and back in again!

TO CREATE AN ABSENCE

Choose the Create an Absence link

*Important Note: Items in Bold are required to complete an Absence.*

☐ 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

(Substitutes do not apply to all positions.) ☐ 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.

☐ 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

• Request a particular substitute ☐ 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

☐ Yes = substitute is prearranged and will not be called and offered the job
☐ No = call will be placed and the substitute will be offered the job

• Enter special instructions for the substitute to view

• Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. Files cannot exceed the maximum per file size limit.

☐ Select the Continue button

**COMPLETE!** You MUST receive a Job Number for your absence to be recorded in the system and to receive a substitute.

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 SmartFindExpress. Selecting the browser’s back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

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