

SMARTFIND EXPRESS
QUICK REFERENCE GUIDE for EMPLOYEES

SMARTFIND EXPRESS Help Desk Phone Number
Write your PIN number here
Web Browser URL

(661) 259-0033 x775

hartdistrict.org

SMARTFIND EXPRESS CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30am and continues until % of completion of job	6:00 - 9:30 pm
Saturday	None	None
Sunday	None	6:00 - 9:30 pm
Holidays	None	6:00 - 9:30 pm

WEB BROWSER ACCESS INSTRUCTIONS

Sign in to wshart.eschoolsolutions.com or hartdistrict.org (Staff Portal)

Open your browser and access the SMARTFIND EXPRESS Sign In page. Review the messages above the Sign In. Enter your Access ID and Password. Review additional announcements on your home page, if any.

PIN/PASSWORD REMINDER

The "Trouble Signing in?" link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/Password request page. The User's ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user's profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

TO CREATE AN ABSENCE

Choose the *Create an Absence* link

Important Note: Items in Bold are required 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**
- **Enter Budget Code, if applicable**
- **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**
 - 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**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**