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

WEB BROWSER & MOBILE APP ACCESS INSTRUCTIONS
SIGN IN
Write your Access ID # _____

Write your Password (8 digits) _____

Web Browser URL **https://wheatland.eschoolsolutions.com**

Open your web 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.

Sub Mobile App   SmartFind Express (District code=QBSX)
Opt-in for accepting jobs via Texting. (Settings>Notifications>SMS Text tab>)

Provide your (10-digit w/area code) mobile number and mobile provider
Select > Save Job Offers toggle=On

PIN REMINDER

The "Forgot your PIN?" 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 to use this option.*

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

PROFILE
Choose the *Profile* link to view and update your information

Profile Tab
- **Change your Callback Number**
  Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office

- **Add Temporary Do Not Call setting**
  Enter a time in HH:MM am or pm format for the system to resume calling
  (The maximum is 6 hours from the current time)

Schedule Tab
- **Create a new Availability Schedule**
  o Select *New* button
  o Select days of the week for the schedule by leaving boxes checked by that day
  o Select *either* the times you are available to work or the times you should not be called, but not both
    - Check box for all day or
    - Enter a start and end time range in HH:MM am or pm format
  o Select *Save* button
  o To Exit without saving changes, select the *Return to List* button

- **Modify an Availability Schedule**
  o Choose day or days of the week you want to delete by checking the boxes by that day
  o Select the *Delete* button
  o Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above

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Classifications and Locations Tab
- Review classifications and locations you have chosen for possible assignments

Unavail Dates Tab
- **Create Unavailability Schedule**
  o Select the *New* button
  o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
  o Select the *All Day* check box or enter the time range in HH:MM am or pm format
  o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  o Select *Save* button
- **Delete Unavailability Schedule**
  o Place a checkmark in the desired date range box
  o Select the *Delete* button

Email Tab
- Enter or change email address.

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs
- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps:
- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  o Select the *Return to List button* to return to the job listing

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:
- Select format for Assignment display. List or Calendar view
- Search for assignments
  o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
  o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  o Select the *Return to List* button to review other jobs assigned to you
  o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment that has already started
  o An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be pressed to end the session and disconnect from SmartFind*Express*. Pressing 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 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.*

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System Phone Number   **(530) 633-6700**

Help Desk Phone Number   **(530) 633-3130 ext. 1111**

Write your Access ID #   _____

Write your PIN # (6 digits)   _____

Web Browser URL   **https://wheatland.eschoolsolutions.com**

Sub Mobile App   SmartFind Express (District code=QBSX)
Opt-in for accepting jobs via Texting. (Settings>Notifications)

Write your Password (8 digits) _____

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am and continues until 45% of completion of job	4:30 - 10:05 pm
Saturday	None	None
Sunday	None	4:30 - 10:05 pm
Holidays	None	4:30 - 10:05 pm

DECLINE/CANCELLATION REASONS

Code	Leave Type
1	**Personal Illness**
2	**Family Illness/Death**
3	**Working in Other District**
4	**No Transportation**
5	**No Child Care**
6	**Personal Reasons**
7	**Not Comfortable With Assignment**
8	**Religious Holiday**
9	**Jury Duty/Subpoena**

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.)

When the system calls you, pressing the star (*) key will make the system wait for 2 minutes for you to enter your Access ID and PIN.

NOTICE OF REASONABLE ASSURANCE

All certificated subs remain active on our system as long as they have a current teaching certificate, renew the annual mandated reporter training and have a current TB with the TriCounty Consortium.
Classified subs remain active as long as they have an active TB and remain in good standing with the District.
Please call the District if you no longer wish to be an active sub. 530.633.3130 ext. 1111

1

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 callback telephone number
   PRESS 1 to Modify your callback number
      PRESS 1 if Correct
      PRESS 2 to Re-enter
      PRESS 9 to Exit to next step

3. If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length
   followed by the star (*) key
   PRESS 1 if Correct
   PRESS 2 to Re-enter
   PRESS 9 to Exit and hang-up

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
   PRESS 2 to Set temporary Do Not Call
   PRESS 9 to Exit and hang-up

2. If you **pressed 1** to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 to Decline the job (without hearing the description)
      Enter the decline reason from page 1 followed by the star (*) key or wait for a list
      of reasons

3. If you **pressed 1** to Hear the job description
   PRESS 1 to Accept this job
      Record the Job Number. You are successfully assigned to the job.
      PRESS 1 to Hear the job number again
      PRESS 2 to Repeat the job description
   PRESS 2 to Repeat the job description
   PRESS 3 to Decline the job
      Enter the decline reason from page 1 followed by the star (*) key or wait for a list
      of reasons
      PRESS 1 to Accept
      PRESS 2 to Re-enter
      PRESS 9 to Exit and repeat this step

4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
      PRESS 1 to Accept the time offered
      PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour
      and two digits for the minutes. Enter 1 for am or 2 for pm
      PRESS 9 to Exit and hear the job offer

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information

2. **PRESS 1** to Repeat the job information
   PRESS 9 to Exit and hang-up

CALLING THE SYSTEM

MENU OPTIONS
1 - Review or Cancel Assignments
2 – Hear Available Jobs
3 - Change your Callback Number
4 - Review or Modify Temporary Do Not Call Time
5 - Review or Modify Unavailability Dates
6 - Review or Modify Daily Availability
7 - Change PIN, Re-record Name
9 - Exit and hang-up

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1 - REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
   PRESS 1 to Hear assigned job information again
   PRESS 2 to Cancel this assigned job
   PRESS 8 to Hear another assigned job
   PRESS 9 to Exit to menu options

2. If you **pressed 2** to Cancel assignment
   PRESS 1 to Confirm cancellation
      Enter cancellation reason from page 1 followed by the star (*) key or wait for a list of
      reasons
      PRESS 1 to Accept
      PRESS 2 to Re-enter
      PRESS 9 to Exit and hear next assignment
   PRESS 9 to Exit and hear next assignment (assignment will not be cancelled)

2 – HEAR AVAILABLE JOBS

1. Hear assignment information
   PRESS 1 to Repeat assignment
   PRESS 2 to Accept assignment
   PRESS 3 to Decline assignment
   PRESS 8 to Hear next assignment
   PRESS 9 to Exit to menu options

2. If you **pressed 2** to Accept assignment, hear the job assignment
   PRESS 1 to Repeat assignment
   PRESS 2 to Hear next assignment
   PRESS 9 to Exit to menu options

3. If you **pressed 3** to Decline assignment
   Enter decline reason from page 1 followed by the star (*) key or wait for a list of reasons
   PRESS 1 to Accept
   PRESS 2 to Re-enter
   PRESS 9 to Exit and hear next assignment

3 - CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
   PRESS 1 to Modify callback telephone number
   PRESS 9 to Exit to menu options (number will not be changed)

2. Enter new telephone number followed by the star (*) key. Hear the new telephone number
   PRESS 1 if Correct
   PRESS 2 to Re-enter the number
   PRESS 9 to Exit to menu options

4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

1. Hear the temporary Do Not Call time
   PRESS 1 to Enter a time
   PRESS 2 to Delete this time
   PRESS 9 to Exit to menu options

2. If you **pressed 1** to Enter a time, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 8 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two
   digits for the minutes. Enter 1 for am or 2 for pm
   PRESS 9 to Exit to menu options

5 - REVIEW OR MODIFY UNAVAILABILITY DATES

1. **PRESS 1** to Review or delete unavailability period
   PRESS 2 to Add a new unavailability period
   PRESS 9 to Exit to menu options

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2. If you **pressed 1** to Review or delete, hear the unavailable period information
   PRESS 1 to Delete this unavailability period
   PRESS 2 to Hear the next unavailability period
   PRESS 9 to Exit to menu options

3. If you **pressed 2** to Add dates
   Enter Start Date; two digits for the month, two digits for the day, two digits for the year
   (MMDDYY)
   Enter End Date; two digits for the month, two digits for the day, two digits for the year
   (MMDDYY)

   Indicate unavailable all day?
      PRESS 1 for Yes
      PRESS 2 to Enter time
      Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for
      the minutes. Enter 1 for am or 2 for pm
      Repeat procedure for End time

   Receive calls for future assignments during unavailable period?
      PRESS 1 to Receive calls for future jobs during this unavailability period
      PRESS 2 if you do not want to receive calls for future jobs during this unavailability
      period
      PRESS 9 to Exit and review or modify unavailability dates (without saving
      unavailability period)

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6 - REVIEW OR MODIFY DAILY AVAILABILITY

1. **PRESS 1** to Review or delete, hear a time period you are available to work
   PRESS 2 to Enter a new time period you are available to work
   PRESS 3 to Review or delete, hear a time period you should not be called
   PRESS 4 to Enter a new time period you should not be called
   PRESS 9 to Exit to menu options

2. If you **pressed 1** to Review or delete a time period you are available to work, or **pressed 3**
   to review or delete a time period you should not be called, hear the day and time period in
   chronological order
   PRESS 1 to Delete this time period
   PRESS 8 to Hear the next time period
   PRESS 9 to Exit to review or modify daily availability

3. If you **pressed 2** to Enter a new time period you are available to work, or **pressed 4** to a new
   time period you should not be called
   Select the day of the week
   PRESS 1 for Monday thru Friday
   PRESS 2 – 8 for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday,
   6=Thursday, 7=Friday, 8=Saturday)
      If you **pressed 1** thru **8**, enter a time
         PRESS 1 for All day
         PRESS 2 to Enter start and end time
         Enter the time in HH:MM format. Enter two digits for the hour and two digits
         for the minutes. Enter 1 for am or 2 for pm
   PRESS 9 to Exit to review or modify daily availability (without saving changes)

7 - TO CHANGE PIN, 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 2 to Re-enter
   PRESS 9 to Exit to menu options