



Pajaro Valley Unified School District Employee Quick Reference Card

System Phone Number (831) 740-8948

Help Desk Phone Number Ariana Perez (831) 786-2100 Ext.2650

Write Telephone Access ID here _____

Write Telephone PIN here _____

for employees prior to 06/30/12 use existing information, for employees hired after 07/01/12 see Ariana Perez

Web login: PVUSD network login (first_last) and password

Web Browser URL <https://pajarovalley.eschoolsolutions.com/logOnInitAction.do>

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am	4:00 - 9:00 pm
Saturday	None	None
Sunday	None	4:00 - 9:00 pm
Holidays	None	4:00 - 9:00 pm

REASONS FOR ABSENCE:

- | | |
|------------------------------------|--------------------------------|
| 1. Personal Illness | 8. School Business(Admin only) |
| 2. Personal Necessity | 9. Union Business (Admin only) |
| 3. Jury Duty or Court | 10. Exchange Day (Admin only) |
| 4. Paternity or Adoption | 11. Bank Day (Admin only) |
| 5. Bereavement | 12. Military Leave |
| 6. Personal Leave | 13. Medical Leave (Admin only) |
| 7. Industrial Accident(Admin Only) | 14. Vacancy (Admin only) |



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 (831-740-8948)

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 six (6) 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

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
- 9 – Exit and hang-up

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?
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 PVUSD network login and password.

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.

PIN REMINDER

The online "Trouble Signing in" option will not recover your login information. If you have forgotten your PVUSD Network account login (first_last) password, please call PVUSD Tech Services @ 831-786-TECH

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.

1. **Select the Location**
2. **Select the Classification**
 - a. Choose from the drop-down menu
3. **Select the Reason for this absence from the drop-down menu.**
4. **Indicate if a substitute is required for this absence**
 - a. Choose Yes or No
5. **Select Start and End Dates for your absence**
 - a. Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
6. **Select Start and End Times for your absence. Default times are listed**
 - a. To change defaults, enter time in HH:MM am or pm format
 - b. Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
7. Multiple Day (Recurring) Absence.
 - a. Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - b. Modify daily schedule and/or times for absence and substitute
8. Request a particular substitute
 - a. Enter the substitute's access ID number or use the Search feature to find the substitute by name
9. Indicate if the requested substitute has accepted this job
 - a. Yes = substitute is prearranged and will not be called and offered the job
 - b. No = call will be placed and the substitute will be offered the job
10. Enter special instructions for the substitute to view
11. 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.
12. **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

1. Select the format for absence display: List or Calendar view.
2. 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
3. Select the *Search* Button
4. Select the *Job Number* link to view job details on future jobs

From the Job Details screen

1. Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
2. To cancel your job, select the *Cancel Job* button
3. 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?"
4. Select *Return to List* button to return to the job listing