



Dear PVUSD Substitutes,

We are excited to announce that we are upgrading SmartFindExpress (SFE), our automatic substitute calling system, to the latest and greatest version! The new version we will be transitioning to is very similar to what you are accustomed to using, however, there are changes including a new look. The changes are designed to expand absence and substitute management capabilities.

We are targeting *August 6 2012* as the “Go Live” date on the new version of SFE.

The Log In Screen has a new look –

Welcome to Pajaro Valley USD SmartFindExpress

The system will automatically time out after 20 minutes of inactivity
Do NOT use the Back Button on the Browser

Please click on the following links to view orientation videos on how to register and use SmartFindExpress:
[Employee Orientation Video](#)
[Substitute Orientation Video](#)

User ID = Access ID
Password = Pin

User ID
Password
Submit
Trouble signing in?

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

Your Home Page is very similar to what you are familiar with, however the menus have been moved from the left side of the screen to across the top of the screen –

eSchool SOLUTIONS SmartFindExpress

Profile Help Sign Out

Home Schedule Available Jobs Review Assignments

Home

Welcome TEST SUBSTITUTE ZZ Today is May 3, 2012 2:26 PM

SmartFindExpress Mobile
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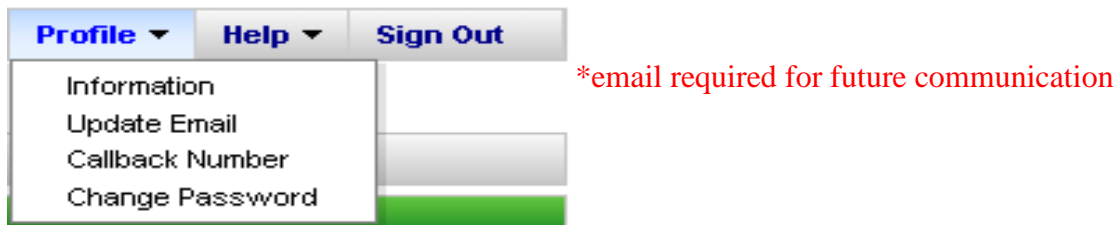
Please click on the following links to view orientation videos on how to register and use SmartFindExpress:
[Employee Orientation Video](#)
[Substitute Orientation Video](#)

Substitute Announcements

If you have multiple roles in the system such as an Employee and Substitute, you will be able to select the role you need at the top right side of the screen just below the Profile, Help, and Sign Out options -



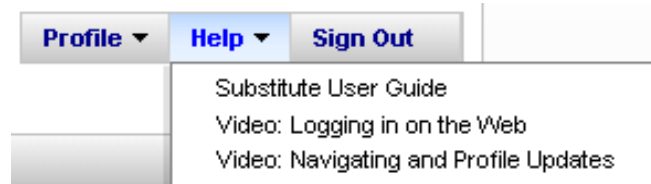
The Profile Menu at the top right side of the screen –



Will allow you to:

- View the status and address in your profile
- Add or modify the email address in your profile*
- Change your Callback Number
- Change your Password (PIN)

The Help Menu provides you with access to a Substitute User Guide you can elect to view online or download and even print as well as access to training videos to assist you in navigating the system (check back often as new videos will continue to be added) –



For any additional information please contact

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