Dear PVUSD Teachers,

We are excited to announce that we are upgrading SmartFind*Express* (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 accustom 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.

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

The Log In Screen has a new look –

District User ID
PVUSD network login and
(first_last)
password

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.

If you have multiple roles in the system such as an Administrator and Employee or 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 -
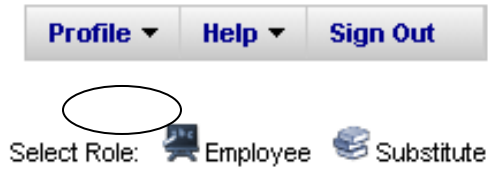
The Profile Menu at the top right side of the screen –
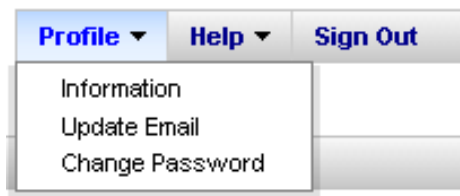
Will allow you to:
- View the status and address in your profile
- Add or modify the email address in your profile
- Change your ID and PIN – **for phone only**

The Help Menu provides you with access to an Employee 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
Ariana Perez
Human Resources Technician
ariana_perez@pvusd.net
831-786-2100 Ext.2650
Monday-Friday 7:00am - 3:30pm