

- 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 (512K) limit.
- 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

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

From the Job Details screen

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

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. **Videos can only be viewed using QuickTime.** It is available as a free download at www.apple.com/quicktime/download

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.

Capital Region BOCES Employee Quick Reference Card

System Phone Number: (518) 464-3920
Help Desk Phone Numbers: Mary....464-3917 Joyce.....464-3919
 Sandy...464-3925 Matt.....464-3927
 Ruth.....464-3918 Colleen...464-5127

Write your Access(User) ID here _____
Write your PIN(Password) here _____

Web Browser URL <https://crboces.eschoolsolutions.com>
 This is a new URL address effective August 2015

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am	4:15 - 9:45 pm
Saturday	None	None
Sunday	None	4:15 - 9:45 pm
Holidays	None	5:00 - 8:45 pm

Absence reasons are **district specific** – reasons should be chosen from the drop down menu online, or from the choices given when reporting an absence over the phone.

1 Illness	10 Field Trip	19 TeamPlanning	28 District Mtg.	37 Magnet Grant
2 Family Illness	11 Worker's Comp	20 CST/CIT Mtgs.	29 TA as Teacher	39 Staff Develop.
3 Personal	12 SchoolBusiness	21 Testing	30 Cabinet Mtg.	
4 Bereavement	13 Unpaid Leave	22 Congruency	31 Exam Proctors	
5 Conference	14 Schenectady	23 AIS Mtg.	32 Admin Leave	
6 Jury Duty	15 Workshop	24 Maternity	33 Professional	
7 K Screening	16 IEP/CSE Mtgs.	25 Job Shadowing	34 Vacation	
8 Union Business	17 Arts in Ed	26 Mentoring	35 Flu Symptom	
9 Religious	18 Military Time	27 Scoring	36 App Health Relatd	

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

- Dial 464-3920...listen to prompts
- Enter your **Access/User ID** followed by the star (*) key
- Enter your **Access ID** again (when asked for your PIN/Password) followed by the star (*) key
- Record your name followed by the star (*) key
- Listen to your location and classification. Call the Help Desk if incorrect.
- You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.
- Press 9 to exit call after writing down your PIN.

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

<https://crbores.eschoolsolutions.com>

New URL address as of August 2015

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

Access(User)ID _____ PIN(Password) _____

PIN REMINDER

The "Trouble Signing In" 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 and have a valid email address in your profile to use this option.*

PROFILE

Email

- Enter or change email address.

Change Password

- Enter your current PIN followed by a new PIN twice and click Save.

TO CREATE AN ABSENCE

(How-To Video is available by clicking Help)

Choose the *Create an Absence* link

Important Note: *Items in Bold are required to complete an Absence.*

- **Select the Location**
 - if you are a travel teacher and have multiple locations listed
- **Select the Classification**
 - Choose from the drop-down menu – if more than one is in your profile
- **Select the Reason for this absence from the drop-down menu**
- **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.
 - 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