

**The School District of Lee County
 Leave Management System
 Guest Teacher Quick Reference Card**

System Phone Number 239-449-9914

Help Desk Phone Number 239-335-1445
 (Service Center phone hours: 6:30 am – 2:00 pm)

Write your Password here _____ (online password)

Write your Access ID here _____ (9 digit Employee ID#)

Write your PIN here _____ (6 digit PIN number)

Web Browser URL https://leecounty-fl.sfe.powerschool.com

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

| | Today's Jobs | Future Jobs |
|----------|---------------------|--------------------|
| Weekdays | Starts at 5:00 am | 6:00 - 10:00 pm |
| Saturday | None | None |
| Sunday | None | 6:00 - 10:00 pm |
| Holidays | None | 6:00 - 10:00 pm |

DECLINE/CANCEL REASONS:

- | | |
|-----------------------------------|--------------------------------------|
| 1. WORKING AT ANOTHER JOB | 6. PERSONAL REASONS |
| 2. PERSONAL ILLNESS | 7. NOT COMFORTABLE WITH ASSIGNMENT |
| 3. FAMILY MEMBER ILLNESS OR DEATH | 8. NO LONGER AVAILABLE TO SUBSTITUTE |
| 4. NO TRANSPORTATION | 9. RELIGIOUS HOLIDAY |
| 5. NO CHILD CARE | 10. JUDICIAL SUBPOENA/JURY DUTY |

REGISTRATION INSTRUCTIONS



1. Call the System phone number: 239-449-9914
2. Enter your **Access ID (9 digit Employee ID)** followed by the star (*) key.
 Note: Your Access ID is your **9 digit Employee ID number**
3. Enter your **Employee ID#** again when it asks for your PIN followed by the star (*) key
4. Record your name followed by the star (*) key
5. Enter a phone number (Area code plus 7 digit phone number)
6. You will be asked to select a new PIN. Enter a PIN six (6) digits in length followed by the star (*) key.

You may change the number the System calls to contact you (called the Callback Phone Number) as often as you wish in the future. If your phone number ever changes permanently, inform the LMS SERVICE CENTER immediately!

Please see page 4 for username and password information for SmartFindExpress online. You will have a different password to sign into the system online.

NOTE: When the Leave Management phone system calls out, guest teachers need to **only enter in their 6 digit PIN number**. Additionally, there is a new playback feature that will allow the guest teacher to confirm they entered their PIN correctly before submitting. **Please note, this is for when the system calls you for an assignment.** Both 9 digit Employee ID and PIN are required when you call INTO the system.

WHEN THE SYSTEM CALLS YOU.....

Enter your **6 digit PIN number** (password) followed by the **star key**.

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
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
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 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 1 followed by the star (*) key
PRESS 1 to Accept
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.

(The job number is the Guest Teachers receipt for the day(s) worked. This guarantees your pay.)

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

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 or Re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS (Call system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then **PRESS 1**)

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
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

You cannot cancel an assignment within 1 hour of the start time.

Canceling an assignment on the day of the job will result in being disqualified from being offered other jobs that day.

IMPORTANT!

You must observe District Policy when you cancel an assignment.

Note to Guest Teacher: If you cancel a job within 24 hours, you must also contact the school.

HEAR AVAILABLE JOBS (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 2)

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
2. If you **pressed 3** to Decline assignment
Enter decline reason from page 1 followed by the star (*) key

CHANGE YOUR CALLBACK NUMBER (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 3)

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
2. Enter a new telephone number followed by the star (*) key.

Please Note: You must also sign into PeopleSoft if you changed it permanently. (<https://PeopleSoft.lee schools.net>)

TO CHANGE PIN or RE-RECORD NAME (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 7)

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name

TO REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES (Call the system phone #, enter Access ID and PIN, then PRESS 4)

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

TO REVIEW OR MODIFY UNAVAILABILITY DATES (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 5)

1. **PRESS 1** to Review or delete unavailability period
PRESS 2 to ADD a new unavailability period
2. If you press 1 to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailability period
PRESS 2 to Hear the next availability period
3. If you **press 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

TO REVIEW OR MODIFY DAILY AVAILABILITY (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 6)

- 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
- 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
- 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 through Friday
PRESS 2-8 for Sunday through 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 a 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 and 2 for PM
PRESS 9 to Exit to review or modify daily availability (without saving changes)

TO CHANGE PIN or RE-RECORD NAME (Call the system phone #, enter your access ID followed by the star key and then your PIN followed by the star key, then PRESS 7)

- PRESS 1** to Change your PIN (enter a new PIN 6 digits in length)
PRESS 2 to Change the recording of your name

If you **pressed 1** to change your PIN
 Enter a new PIN (6) digits in length followed by the star (*) key

Forgot your PIN? You can either contact the LMS Service Center to have your PIN reset or if you have an e-mail address in your SmartFindExpress profile, you can log onto the SFE website and click on the Trouble Signing In link.

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress

WEB BROWSER USERNAME AND PASSWORD:

Click on the **"Forgot Password"** link.
 Enter your Access ID number. (9-digit Employee ID number)
 An email will be sent to the email address we have on file for you. Click on the link in the email and then you will create a new password.

User ID: 9-digit Employee ID number
 Password: password you created

User ID
 Password

[Forgot Password?](#)



Please enter your User ID.
 Further instructions will be sent to the email address on your profile

*Access ID:

How to Update Your Email Address

Go to the PeopleSoft website: <https://peoplesoft.leeschools.net>

Sign in with your network username and password.

Click on "Personal Details"

Click on "Contact Details"

If you have multiple email addresses on file, the one that is checked as "**preferred**" is the email address you will receive SmartFindExpress email at.

Please note: You will continue to use your 9-digit Employee ID and your 6-digit PIN number when using the phone system.

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.

FORGOT PASSWORD

The "Forgot Password?" link supports users who want to log into the system but have forgotten their Password. When this link is selected, the system displays the Password Reminder Request page. The user's Access ID must be entered on this page. Instructions will be sent to the email address on your profile.

Note: You must be registered with the system to use this option.

FIND AVAILABLE JOBS

Job search is your start page

1. From the **Available** list, view a summary of all jobs matching your qualifications and preferences.
2. To view the job schedule and details, expand the row.
3. To take a job assignment, click **Accept**.
- OR -
To hide a job from the list, click **Decline**. Select a **Reason for Declining**, then click **Confirm**.



Caution: If the system determines that a substitute is in the process of accepting the job via telephone, the job will not be assigned. If the job assignment is successful, a job number is provided.



Tip: Occasionally refresh your search results. The list of available jobs can change as other substitutes accept assignments and jobs are added.

Calendar View

View jobs available to you and your active jobs in one place.

Click **My Calendar**. Click any job to view its details.

MANAGE ACTIVE JOBS

Manage jobs you have accepted or that have been assigned to you.

1. From **Job Search**, select **Active**.
2. To view the job schedule, details, and instructions, expand the row.
3. To remove a job assignment, click **Cancel**. Select a **Reason for Canceling**, then click **Confirm**.

If you have been canceled from an assignment by someone else, you should acknowledge the cancellation.

1. From **Job Search**, select **Canceled**.
2. Click a job flagged as **Action Required**.
3. Click **Acknowledge Cancellation**.



Note: If you cancel an assignment, you may be disqualified from being offered other jobs via telephone that day.

Calendar View

View jobs available to you and your active jobs in one place.

In the web app, click **My Calendar**. Click any job to view its details.

MANAGE AVAILABILITY

You can manage your availability for substitution jobs in two ways.

- [Manage Schedule](#) - Define your working and contact hours for each day of the week.
 1. Select **Profile Icon > Settings**.
 2. Click **Schedule**.
 3. For each day of the week, click **Edit (pencil)** to define **Available Times** and **Do Not Call Times**.
 4. Click **All Day, Unavailable, or Custom**.
 5. If custom, enter **Start Time** and **End Time**.
 6. Click **Save**.
- [Manage Unavailable Dates](#) - Define specific dates you cannot work.
 1. From **Job Search**, select **Unavailable**.
 2. Click **Add Unavailability**.
 3. Enter the unavailability details.
 4. Click **Save**.

MANAGE OTHER SETTINGS

- [Manage Notifications](#) - Opt in to or out of automated communications from the system.
 1. Select **Profile Icon > Settings**.
 2. Click **Notifications**.
 3. Turn notifications on or off for email, push (in-app), and SMS (text) delivery.
 4. If you elect to receive SMS notifications, enter **Mobile Number** and select **Mobile Provider**.
- [Manage Locations](#) - View locations where you would like to find substitute jobs.
 1. Select **Profile Icon > Settings**.
 2. Click **Locations**.
- [Manage Classifications](#) - View the classifications for which you would like to find substitute jobs.
 1. Select **Profile Icon > Settings**.
 2. Click **Classifications**.
- [Manage Profile Settings](#) - Update your contact and account information.
 1. Select **Profile Icon > Settings**.
 2. Click **Personal**.
 3. Update your password, PIN, contact information (for calls



Caution: Your password is not the same as your PIN. You must change your PIN using the web app.

- [Manage Auto Accept](#) - Set location and classification criteria to automatically accept jobs.
 1. Select **Profile Icon > Settings**.
 2. Click **Auto Accept**.
 3. Choose your **Minimum Acceptance Window**. This setting applies to all locations.
 4. Turn **Auto Accept** on or off for each location.
 5. For each location set as on, click **Classification Setup**.
 6. Select desired classifications for the location.
 7. Click **Apply**.

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.

Things to know:

If you are not available to sub one day or even one week **PLEASE** make yourself unavailable in the system.

On the current day you can review future jobs online or by phone after 12 p.m.

You are able to set up multiple unavailability periods when you are not available to work.

You will need to work 1 day in the fiscal school year to remain on the guest teacher list.

Complete your “**Required Trainings**” at the beginning of each school year.

- Safety Training (Safe Schools- OSHA): Guest Teacher Training Requirements (**Required every year : July 15th - Oct 31st**) *For all new hires, there is a 4 week (30 days) waiting period in order for your EMPL ID to be active in the Safety Schools System.)* (<http://lee.fl.safeschools.com/login>)
- Acceptable Use of Internet and Technology Training (**Required Every Year**)
<http://acceptableuse.leeschools.net>

When schools make verbal arrangements with a guest teacher to work on a particular day, it is the guest teacher's responsibility to make certain they receive a job number from that school.

Once you register you do not need to register again. Do not disclose your PIN number to anyone. If a teacher wishes to specify you for a job, they use your Access ID number. (Your Employee ID number)

Canceling an assignment on the day of the job will result in being disqualified from being offered other jobs that day.

The system will not permit you to cancel an assignment within 1 hour of the assignment start time. If you need to cancel an assignment within the last hour prior to the assignment start time you must contact the school or the Help Desk at 335-1445.

If you have an e-mail address in your SmartFindExpress profile the system can send automatic emails. (Job assignments, assignment cancellations and assignment reminders)

Keep a list or calendar of job dates, teacher names, and job numbers as proof of your assignments. Job history past and future can also be reviewed and printed online.

If you are called late and it is after the school start time and you are available to sub, accept the job & call the school to let them know you accepted the assignment. If they do not need you, please make sure they have canceled you out of the job assignment.