



SmartFindExpress
QUICK REFERENCE GUIDE
(Teachers & Instructional Assistants)
Fairfax County Public Schools

User ID: **FCPS Employee Number**

PIN: _____
(SEMS Telephone PIN)

Log on: Go to www.fcps.edu/DHR/employees/subs/ to access the SEMS SmartFindExpress site. Click on the SmartFindExpress link. Enter your employee number and pin. When you have entered both fields, select the **LogOn** button.

Log off: To end the session and disconnect from SmartFindExpress, select the **LogOff** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the Create Absences tab to enter an absence.

Select the **Location and Classification** when there is a choice in the drop down menu.

Select the **Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** Dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmark(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, the substitute will not be called.

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is corrected, press the **Submit** button again.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the Review Absences tab to: Review past, present and future absences Cancel an absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button *OR* press the **Search All** button to get a list of all of your absences.

Use the **Next** and **Previous** buttons to navigate through the records on the list.

To cancel the job or view the job details, press the **Job number link**.

If you want the system to notify the substitute of the job cancellation (by calling them), place a checkmark in the box "Does the substitute need to be notified of your cancellation".

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

Note:

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Absence** button to create the job and receive the job number *OR* press the **Cancel** button to return to the **Absence Creation** form without creating the absence.