



SmartFindExpress
QUICK REFERENCE GUIDE
(Substitute Teachers)
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 **Modify Profile** tab to:

- Change your Telephone Number
- Change your Daily Availability
- Change your Unavailability Period
- Change your Do Not Disturb time setting

The **Telephone Number** must be entered as all numbers. Include the long distance indicator and area code only if required for the system to call you from the district office.

To indicate your **Daily Availability**, place a checkmark in the boxes for the days you are available.

To indicate that you are **Unavailable** enter the start and end date by pressing the down arrows or using the calendar icon. You are allowed only 1 unavailability date in your profile.

To set your **Do Not Disturb** time, enter the time that you would like the system to start calling you. To remove your Do not Disturb time setting, delete the time value.

Press the **Update** button to validate the information. Errors will be displayed on the screen below the tabs. If the Profile was updated, a successful message will be displayed.

Pressing the **Reset** button will return the screen to the current values stored in the system.

Press the **Available Jobs** tab to view and accept/decline open Jobs.

Select the date range for your search by pressing the down arrows or using the Calendar icon.

Press the **Search** button to display the list of jobs.

Press the **Details** link to see the job detail confirmation screen.

To accept the job, press the **Accept Job** button. If the job has been successfully assigned to you, a message will be displayed to indicate this along with the Job Number.

To decline the job, press the **Decline Job** button. If you are asked to select a reason for declining, then select a reason from the pull down list.

Press the **Continue** button to return to the **Available Jobs** tab.

Press the **Review Assignments** tab to:
Review past, present and future assignments
Cancel an assignment

Select the date range for your search by pressing the down arrows or using the Calendar icon.

Press the **Search** button to display the list of jobs assigned to you.

Press the **Job number** link to cancel that assignment or view job details.

If canceling the assignment, select the reason for canceling from the drop down menu. You have **not** cancelled the assignment until you press the **Cancel Assignment** button. A successful action will display to confirm the cancellation.