## SmartFind*Express* (SFE) Cheat Sheet
### New Teachers/Instructional Assistants

1. In order to create an absence and request a substitute in SmartFind*Express* (SFE) – the FCPS substitute scheduling system – you must first register by calling 703-962-1572.

2. Your Access ID and PIN will be your employee ID number. If the system says invalid on your first attempt, don't hang up! Repeat the process. The system will then ask you to create a 6-digit numerical PIN for **phone use only**.  Once you've completed registration (by setting up your 6-digit PIN), you can access SFE online at fairfaxcounty.eschoolsolutions.com and will be required to create a password.

   a. When accessing SFE online, the User ID is your employee ID number.

   b. You will be prompted to create a new password if there is no previous password OR if you attempt to login using a PIN.  The new password must have a minimum of 8 characters and include one alphabetic character (e.g., uppercase or lowercase letter) and one number or special character (e.g.! # $ * ?)

3. When creating an absence/sub request for partial day assignments, please pay close attention to AM/PM in the start/end time fields.

4. If you work at multiple schools, please call the Substitute Office (571-423-3030 #1) to update your schedule to include all your work locations.

5. If you are a part-time teacher and would like to substitute, please contact the Sub Office. Also, be aware that when your position ends as a part-time teacher so does your sub record.

6. If you were a substitute and are hired as a contracted teacher or IA, your sub record automatically ends; you must reapply should you wish to sub again.

7. Specified vs. Assigned:

   a.  If a substitute has agreed to accept an assignment, you should **assign** the job to that substitute.

   b. If you have not spoken with the sub but want a sub contacted by the system first, you must **specify** that substitute.

8. Subs must be paid a minimum of 3.0 hours. If you are creating an absence for less than 3.0 hours, please confirm with your supervisor that a sub is needed. If it is confirmed that a sub is required, please be sure the sub time spans 3.0 hours.

9. Remember – if creating an absence and a sub is not needed, check "no" in the box that asks if a sub is required.