

**FAIRFAX COUNTY PUBLIC SCHOOLS
SUBSTITUTE BROWSER ACCESS**

Browser Access Instructions

Web Browser URL fairfaxcounty.eschoolsolutions.com

Help Desk Phone Number [571-423-3030 opt.1](tel:571-423-3030)

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your User ID and Password. Review additional announcements on your home page, if any.

Language Selection

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the *Submit* button on the Sign In page.

PIN/Password Reminder

The "Trouble Signing in?" link supports users who want to log into the system, but have forgotten their PIN/password. When this link is selected, the system displays the PIN/password request page. Your User 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.*

If the submitted information is valid, the system sends the user an email containing their PIN/password. This information will enable the user to successfully log into the system. The email is sent to the email address on the user's profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered, or refer the user to their system administrator for assistance.

Profile

Click the Profile option to view and update profile information.

- **Information**
Review profile status and address information.
- **Update Email**
Enter or update your email address
- **Change Password**
Enter your current PIN followed by a new PIN twice and click Save
- **Callback Number**
Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office

Schedule

Click the Schedule option to view, add and update schedule information.

General:

- **Create a New Availability Schedule**
 - o Select *New* button
 - o Select days of the week for the schedule by leaving boxes checked by that day
 - o Select the times you are available to work or do not want to be called. (Choose only one option)
 - Check box for all day or
 - Enter a start and end time range in HH:MM am or pm format
 - o Select *Save* button
 - o To Exit without saving changes, select the *Return to List* button

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Review Assignments

Click on the *Review Assignments* option to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view.
- Search for assignments
 - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
 - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - o Select the *Return to List* button to review other jobs assigned to you
 - o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull-down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment that has already started.
 - o An assignment may contain file attachments. To view or download a file attachment, click on the file name.