



CAJON VALLEY UNION SCHOOL DISTRICT

Employee Quick Reference Card

System Phone Number 619-3332578

Help Desk Phone Number 619-5883037

Write your Access (Employee) ID here N

Write your PIN here _____

Web Browser URL <https://cajonvalley.eschoolsolutions.com>

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

STATUS AND ABSENCE: 0 pm Illness 0 pm Vacatio3 Tn

	Today's Jobs	Future Jobs
Weekdays	Starts at 4:30 am and continues until 50% of completion of job	6:00 - 9:30 pm
Saturday	None	None
Sunday	None	6:00 - 9:30 pm
Holidays	None	6:00 - 9:30 pm



TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access (Employee) ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

MENU OPTIONS

- 1 - Create an Absence
- 2 - Review, Cancel Absence or Modify Special Instructions
- 3 - Review Work Locations and Job Descriptions
- 4 - Change PIN, Record Name
- 9 - Exit and hangup

TO CREATE AN ABSENCE

1. Enter dates for the absence
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 Enter the dates and times for the absence
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to Accept the date offered
PRESS 2 Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
4. Record Special Instructions
PRESS 1 Record special instructions Press the star (*) key when done
PRESS 2 Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 a substitute is not required
6. If you pressed 1 a substitute is required
PRESS 1 Request a particular substitute
Enter the substitute access ID, followed by the star (*) key
PRESS 1 Accept requested substitute
PRESS 1 if the Substitute should be called
PRESS 2 if the Substitute has already agreed to work and does not need to be called
PRESS 2 Bypass requesting a substitute
7. Complete Absence
PRESS 1 Receive the job number
Record the Job Number. The Job Number is your confirmation.



2. If you pressed 3 to Cancel the job
 - PRESS 1 to Confirm the cancellation request
 - If a substitute is assigned to the absence
 - PRESS 1 for the System to call the assigned substitute
 - PRESS 2 Not have the system call the substitute
- Once you confirm a request to cancel the job, **YOU MUST** wait for the system to say "Job Number has been cancelled."

TO CHANGE PIN OR RECORD NAME

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

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access SmartFind Express Sign In page. Enter your Access (Employee) ID and PIN.

PIN REMINDER

Access ID and the security code being displayed must be entered on this page. You must be registered with the system and have a valid email address in your profile to use this option.

PROFILE

- Information
- Review



Select Start and End Times for your absence. Default times are listed

- o To change defaults, enter time in HH:MM am or pm format
- o Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the substituted times

Multiple Day (Recurring) Absence.

- o Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
- o Modify daily schedule and/or times for absence and substitute

Request a particular substitute

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Indicate if the requested substitute has accepted this job

- o Yes= substitute is prearranged and will not be called and offered the job
- o No= call will be placed and the substitute will be offered the job

Enter special instructions for the substitute to view

Add File Attachment(s) to the job record, if desired. Up to 3 files can be added. The attachments can be lesson plans, slides, images or other file types. File types cannot exceed the maximum per file size limit.

Select the Continue button

TO REVIEW/ CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

Choose the Review Absences link to review past, present and future absences or to cancel an absence.

Follow these steps

Select the format for absence display: List or Calendar view.

Search for Jobs: Enter specific date range (MM/DD/YYYY) and/or icon, or enter job number or leave blank to return all your absences

Select the Search button

Select the Job Number link to view job details on future jobs

From the Job Details screen

Special instructions can be updated on future jobs. Modify special instructions and select the Save button

To cancel your job, select the Cancel Job button

If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box to the question

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Select Return to List button to return to the job listing