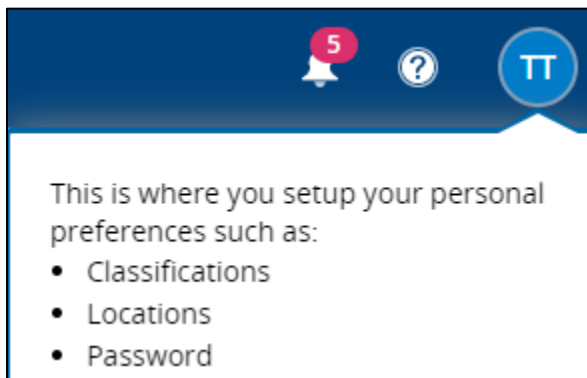# THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

SmartFind Express Substitute User Instructions

1. Before viewing or accepting substitute teaching jobs, you must first call this phone # to register in SmartFind Express (SFE). 772-919-7075
   a. Your Access ID is your Employee ID w/o any leading zeros.
   b. Your pin # is your Employee ID.
   c. You will be asked to create a new pin # to use in the future. WRITE IT DOWN.
2. After registering you may login to the website.
   https://martincounty.sfe.powerschool.com
   a. Login with your Access ID and the new pin # you just created.
   b. You will be required to create a password.
   c. Password requirements will be listed on the screen.
   d. Passwords expire every 90 days.
3. Validate your email address once you're logged in.
4. Same phone # you call to hear jobs will call you to offer jobs. 772-919-7075
   a. Pin will still be used to login to the IVR (phone) system
➢ Visit our Subsitute Teacher webpage to view additional information regarding SmartFind Express and substitute teaching.

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1. Once you login to SFE click on Take a Tour to see how to navigate thru the system.
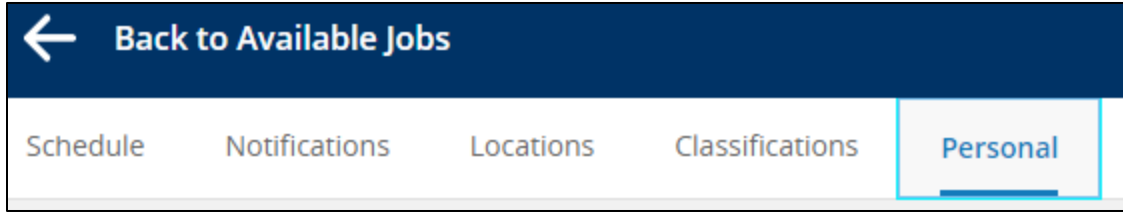

2. Then, you need to setup your account.

NOTE: YOUR PROFILE IS AUTOMATICALLY SETUP WITH ALL LOCATIONS AND CLASSIFICATIONS. FOLLOW THE INSTRUCTIONS BELOW TO MAKE CHANGES TO YOUR PROFILE.

   a. Click on Settings>Personal

← **Back to Available Jobs**

| Schedule	Notifications	Locations	Classifications	Personal

        i.   Enter your Martin district email address (cannot use personal email) and phone #

   b. Click on Classifications. Classifications are the types of teacher jobs for which you want to substitute teach.

        i.   Click Add to edit the selection.

        ii. Select or deselect classifications.

        iii. Click Apply

   c. Click on Locations. These are the locations where you want to substitute teach.

        i.   Click Add to edit the select

        ii. Select or deselect classifications.

        iii. Click Apply

   d. Click on Notifications

        i.   If you want to receive text messages regarding your selected jobs, move the toggle to On.

        ii. Enter your Mobile (cell) number.

        iii. Select your Mobile provider.

        iv. Move the toggle to On to decide what type of notices you want to receive via text message.
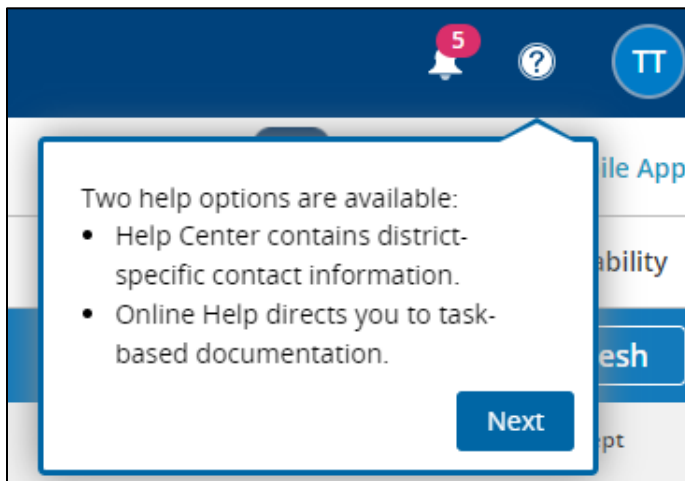
SMS Notifications

Receive SMS Notifications	ON

Job Modification Notice	ON
Assignment Notice	ON
Assignment Cancelation Notice	ON
Assignment Reminder Notice	ON

   e. Click on Schedule to update the dates and times you are able to work.

        i.   Click on the pencil to edit the schedule.

   f. Click Back to Available Jobs

  3. Click on Register for the Mobile App.
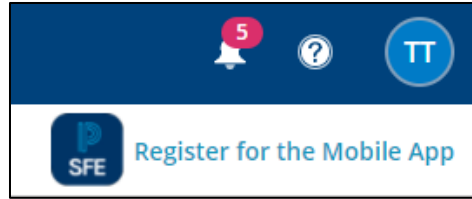
    a. You will receive an email with our district code.
    b. Download the app to your mobile device.
    c. Setup your account.
    d. You will be able to view and accept jobs on the app.
    e. See more detailed information regarding the mobile app on our MCSD Substitute Teacher webpage.

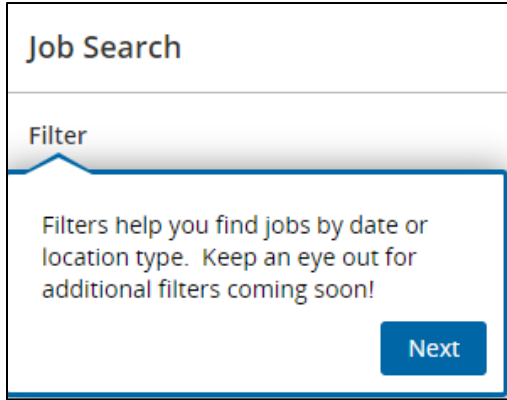4. Click the Question mark to view helpful information.

5. Click the bell when there is a pink badge to view your notifications.
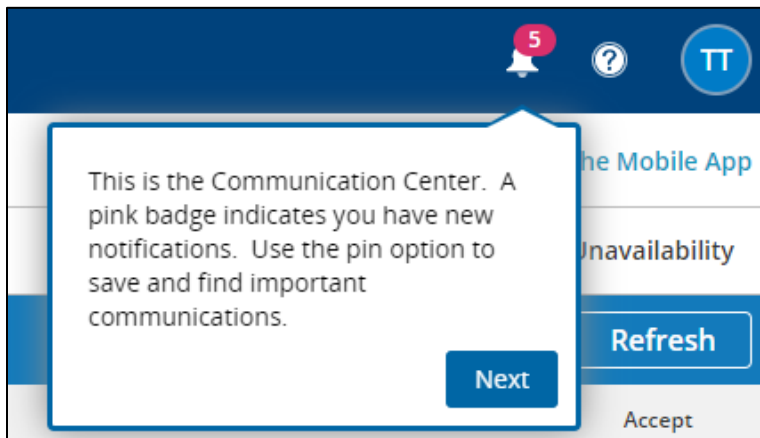
6. If you want to change the date range of your job search click on Date under Filter and click Apply Filter
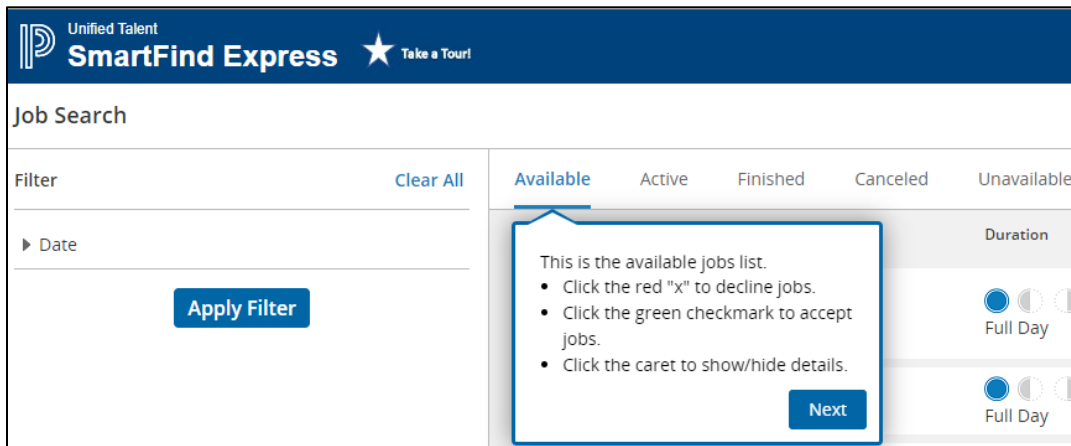
7. <u>Available jobs immediately display when you login to SFE based on your selected schedule, locations, classifications.</u>
   a. If you aren't seeing a job you think you should, check your availability, locations, classifications, and filter.

NOTE: YOU WILL NOT SEE A MULTI DAY JOB IF YOU ARE SCHEDULED TO WORK ANY OF THOSE DAYS IN ANOTHER JOB.

8. Click on Active to view your upcoming jobs.
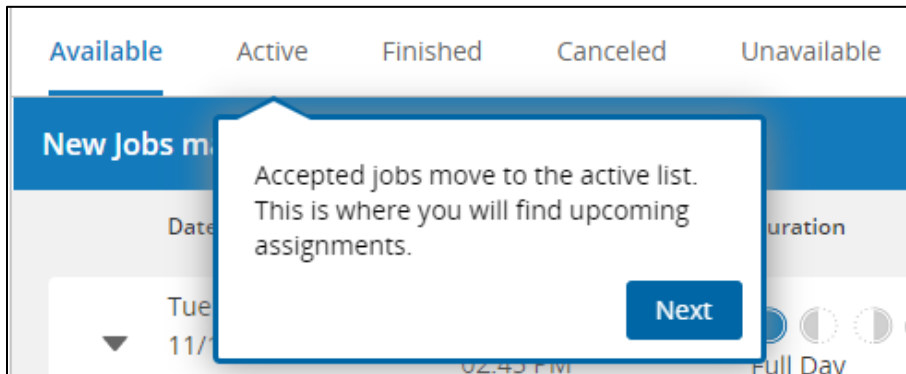
9. Click on Finished to view jobs you have worked.
   a. Every Friday afternoon you should verify that this information is accurate for the week. If it is inaccurate, contact the school site that has the wrong information.

b. **Missing/incorrect information will affect your paycheck.**

Available	Active	Finished	Canceled	Unavailable

New Jobs maybe availal

Complete jobs move to the finished list. For multi-day assignments, all finished days appear.

Next

Date

Tues - Thur
▼ 11/17/2020

10. Click on Canceled to view jobs that have been canceled.

Available	Active	Finished	Canceled	Unavailable

New Jobs maybe ava

Accepted jobs canceled by the school or you move to the canceled list.

Next

Date

Tues - Thur

11. Click on Unavailable to enter in dates/times you are not available to work.

Available	Active	Finished	Canceled	Unavailable

New Jobs maybe available

Date   Time

Let the district know which days you are not available to work and whether you want to receive phone calls.

Next

Tues - Thur   07:15
▼ 11/17/2020   02:45

12. You can also enter your unavailability by clicking Add Unavailability.