

WELCOME



Human Resources & Development

Success Starts Here

SmartFind Express

Login to SmartFind Express

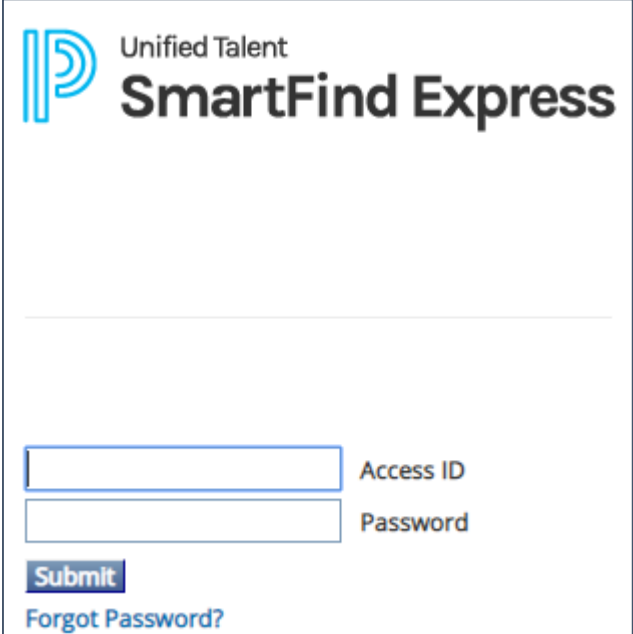
Link to access site:

<https://martincounty.sfe.powerschool.com>

By phone: 772-919-7075

Same phone # you call will call you

- You must first call this phone # to register.
 - Your Access ID is your Employee ID w/o any leading zeros.
 - Your pin # is your Employee ID. You will be asked to create a new pin # to use in the future.
- After registering you may login to the website. You will be required to create a password. Password requirements will be listed on the screen.
- Validate your email address once you're logged in.
- Pin will still be used to login to the IVR (phone)



Unified Talent
SmartFind Express

Access ID

Password

[Submit](#)

[Forgot Password?](#)

Expired/Reset password

- Passwords are valid for 90 days
- You will be prompted when logging in to change your password
- Email is sent to you notifying you to change your password starting 10 days before expiration until the last day
- After the password expires an email will not be sent and the profile will be labeled as expired
- You will be directed when logging in to change your password once the profile is flagged as expired
- The system will lock after too many unsuccessful login attempts.
- You have to unlock your own account using the [Forgot Password? link](#)



Complete your profile

Profile ▾ Help ▾ Sign Out

Personal Information

My Acknowledged Notifications

Notification Preferences

Enter an email address and your 11-digit callback number. You can update your password or pin # here also

Watch videos under the Help menu for helpful tips and how to use the system.

Profile

Personal Information

Name: Status: Registered

Email: Current:
New Email:
Confirm Email:
 Receive Absence Approval Emails

Password PIN (Phone Password)

Current:
New Password: Min 8 char - min 1 A-Za-z, 1 num or special
Confirm Password:

Address:

Contact Information

Call Back Number: Do Not Call Until: (hh:mm am)

Note: Enter a time that is up to 24 hours from now. If a time is not entered, you will be called during regular calling periods.

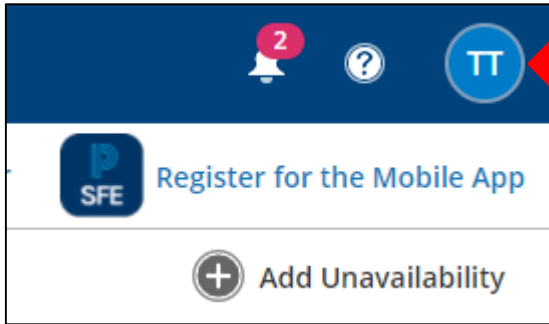
Block phone calls from SmartFind Express



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Customize your schedule

Specify your preferred locations and unavailable dates (system defaults that you are available to work at all locations and all school days).



Unavailable Dates: Add Unavailability

Click New to add.

Can click call for future assignments, i.e. you're on vacation but want to be called for future jobs

Availability: Schedule>General

Delete to remove days, or

Click New to enter times available and times the system won't call you.

Locations: Schedule>Locations

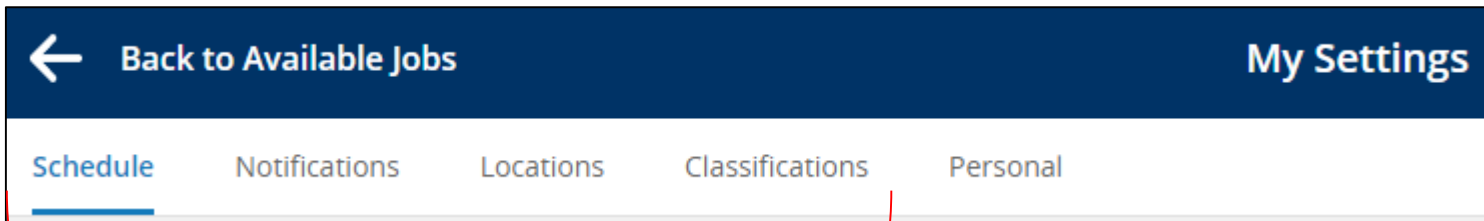
Click New to add/delete schools at which you want to work.

Classifications:

Schedule>Classifications

A classification indicates the type of teacher for whom you want to substitute, i.e. Math, First, Elem.

Click New to select classifications. Must select and save one at a time.



Helpful tips

- Can also sub for Paraprofessionals, Classroom Manager, and Computer Assistants
- Classification abbreviations:
 - M/J = middle school
 - SH = high school
 - E = elementary
 - ESE = exceptional student education (may be a more difficult level of class)
 - VE = same as ESE
 - Lang Art = English
- Preferred Subs: Schools can place a substitute on their preferred call list. The system will call the substitutes on this list before the subs on the general call list, and you can view the jobs on-line before the general subs.
 - Make contacts at the schools! Be a quality substitute!



Viewing jobs on-line

- To view and select jobs: click on Available Jobs
- Enter a date range and click Search
- Jobs will only be visible for the locations, classifications, and availability you've selected.
- Subs on the general calling list see jobs after preferred subs.
- To view selected jobs: click on Review Assignments
- Can view as a list or a calendar



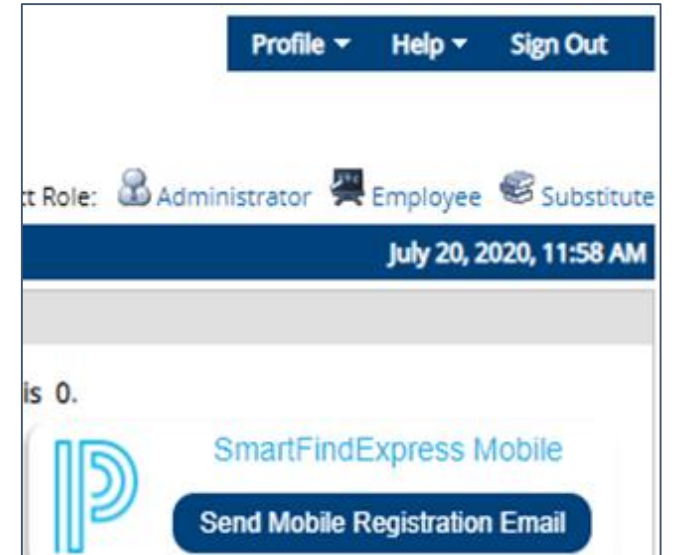
System call times

- The system will start calling at 5:00 AM for jobs that are available today.
 - Press * for system to wait up to 2 minutes.
 - Once ready to listen to job, press * and enter access ID and pin.
 - Can accept job even if can't make it on time. Call school to let them know will be late.
- The system will call between 4PM-9PM for future jobs up to 30 days before the job starts.
- Check box on profile screen to block calls.
- Can Temporarily block calls up to 24 hours.



Mobile App Setup

- Login to SmartFind Express
- Make sure your email address is entered into SFE.
- Click on the blue button in the top right corner called Send Mobile Registration Email.
- Receive email from sfesubsystem.com with our District Code.
- Download the app to your mobile device.
- Enter our District Code in the app. Only do this for initial registration.
- Use the same login credentials in the mobile app.
- Can view and accept jobs in the app.



Activity and Cancelling Jobs

- Be committed to your assignments! Don't cancel!
 - Don't cancel a job at one school to pick up an assignment at the last minute at another school as this creates a hardship for the schools and does not give a good impression.
 - Schools can place you on a "Do Not Use" list for their school.
 - If you must cancel at the last minute due to illness or an emergency, give a courtesy call to the school secretary ASAP!
- New Policy beginning 2020-2021 SY
 - You must work at least **one day a month**, except August and December
 - This rule may be modified or suspended during emergency situations.
 - Contact Janine McColley with questions.

Work Schedule/Registration

- Will not be clocking into work
- You will be paid by the half day or full day of work.
- Keep track of your time worked and verify it against what is entered into SFE.
- If there is an issue with your time worked, contact the school site that doesn't have your time in SFE.



Contact Info

For assistance with SmartFind Express, contact:

Carole Gray, HR Technician

Phone: 772-219-1200 ext. 30218

Email: grayc@martinschools.org

For assistance with logging into the District's computer, contact:

Help Desk

Phone: 772-219-1200 ext. 30359

For all other questions, contact:

Janine McColley, HR Specialist

Phone: 772-219-1200, ext. 30246

Email: mccollj@martinschools.org