

SCHERTZ-CIBOLO-UNIVERSAL CITY ISD
Substitute Quick Reference Card

System Phone Number (210) 672-2859

Help Desk Phone Number (210) 945-6265

Write your User/Access ID here _____

Write your Password/PIN here _____
(6 to 9 digit numeric number)

Web Browser URL <https://scuc.sfe.powerschool.com>

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 am and continues until 25% of completion of job.	4:30 - 10:00 pm
Saturday	None	None
Sunday	None	4:30 - 10:00 pm
Holidays	None	4:30 - 10:00 pm

Before any features are available, you must register with the phone system and create a Password/PIN. The User/Access ID and Password/PIN are used for all interactions with the system.

REGISTRATION

1. Enter your **User/Access ID** followed by the **star (*) key**
2. Enter your **User/Access ID** again when it asks for your PIN followed by the **star (*) key**
3. Record your name followed by the **star (*) key**
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new Password/PIN. Enter a Password/PIN at least six (6) to nine (9) digit numeric numbers followed by the **star (*) key**.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **User/Access ID** followed by the **star (*) key**
 2. Enter your **Password/PIN** followed by the **star (*) key**
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THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job (without hearing the description)
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 – Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change Password/PIN or Re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation

HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
 2. If you **pressed 3** to Decline assignment
 3. **Press 9** to Exit
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CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
2. Enter new telephone number followed by the **star (*) key**.

TO CHANGE Password/PIN or RE-RECORD NAME

1. **PRESS 1** to Change your Password/PIN (At least six (6) to nine (9) digits in length followed by the **star (*) key**.
PRESS 2 to Change the recording of your name

WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your User/Access ID and Password/PIN.

PIN REMINDER

The “Trouble signing in?” link supports users who want to log into the system, but have forgotten their Password/PIN. When this link is selected, the system displays the Password/PIN Reminder Request page. The user’s Access/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.*

PROFILE

Email - Enter or change email address

Callback # - Update the phone # you want the system to use to call to offer you jobs

Change Password - Enter your current Password/PIN followed by a new PIN twice and click Save.

SCHEDULE

General

- **Modify an Availability Schedule**
 - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button.
 - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.

Unavail Dates Tab

- **Create Unavailability Schedule**
 - Select the *New* button
 - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
 - Select the *All Day* check box or enter the time range in HH:MM am or pm format
 - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
 - Select *Save* button

AVAILABLE JOBS

Choose the **Available Jobs** link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - Select the *Decline Job* button.
 - Select the *Return to List* button to return to the job listing

REVIEW ASSIGNMENTS

Choose the **Review Assignments** link 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
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - Select the *Return to List* button to review other jobs assigned to you
 - Select the *Cancel Assignment* button to cancel your assignment. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

Important Note: Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.