

Bedford County Public Schools
SmartFind Express Account Activation Instructions

System Phone Number **540-340-9363**

Access ID **Your Employee ID Number**

Web Browser URL <https://bedford.sfe.powerschool.com/homeAction.do>

Note: *You must register your account through the System Phone Number **BEFORE** you will be able to access the web browser. This will be done in steps 1 & 2.*

STEP 1

ACCESS YOUR ACCOUNT USING THESE TELEPHONE INSTRUCTIONS

1. Call **540-340-9363**
2. Enter your **Access ID** (Employee ID #) followed by the star (*) key
3. Enter your **PIN** (Temporary PIN is your Employee ID #) followed by the star (*) key.

STEP 2

REGISTER YOUR ACCOUNT

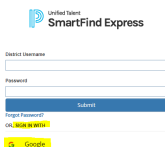
1. Record your name followed by the star (*) key.
2. Confirm name recording by pressing 1.
3. Hear your work location and job classification. If they are not accurate, contact your Human Resources Specialist. **Step 3 Is Not Applicable To Substitutes And They Should Continue To Step 4.**
4. Enter a PIN at least six (6) digits in length followed by the star (*) key.
5. Please confirm your PIN by pressing 1.

STEP 3

WEB BROWSER ACCESS INSTRUCTIONS

WEB BROWSER LOGIN

Open your browser and access the SmartFindExpress Sign In page ([Sign In](#)). Click the "Google" icon to login using the SSO (Single Sign On) option with your BCPS email.



You will now be able to navigate the SmartFind Express system if steps 1-3 are complete.

The Following Pages Are Not Applicable To Substitutes
(Click Here for Additional Substitute Instructions)



WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser and access the [SmartFind Express Sign In page](#). Click the Google logo to login, **Do not enter your Access ID and PIN.**

TO CREATE AN ABSENCE

Choose the *Create an Absence* link on your toolbar.

Important Note: *On the first screen of the Create an Absence process (which is titled “Create a Job”), regardless of whether or not your positions allows for a Substitute, you will need to check “Yes” or “No” to continue creating your absence. Items in Bold are required to complete an Absence.*

- **Confirm your Location**
- **Confirm your Classification**
- **Select the Reason for this absence from the drop-down menu.**
NOTE: *If you select a reason that requires administrator approval, the system displays a notification that the selected reason requires approval. You can also provide an Approval Comment.*
- **Indicate if a substitute is required for this absence**
 - Choose Yes or No
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- **Multiple Day (Recurring) Absence.**
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
- **Request a particular substitute**
 - Enter the substitute’s access ID number or use the Search feature to find the substitute by name
- **Indicate if the requested substitute has accepted this job**
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- **Enter special instructions for the substitute to view.** Please provide this information in sentence form as the calling system will read these notes to the substitute over the phone.
- **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. Please do not provide confidential information in your files. Files cannot exceed the maximum per file size limit.
- **Select the Continue button**
- **Verify** your absence information is correct and then select “Create Absence” to submit your request.
 - **Your absence is not submitted until you select “Create Absence” on the confirmation screen. You will receive a job number once “Create Absence” is selected.**

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) or Calendar 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 the 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 prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing

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.

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.



TELEPHONE ACCESS INSTRUCTIONS

(540)340-9363

1. Enter your **Access ID** (Employee ID Number) followed by the star (*) key
2. Enter your **PIN** (code you created when setting up your account) followed by the star (*) key

PHONE MENU OPTIONS

- 1 – Create an Absence
- 2 – Review, Cancel Absence or Modify Special Instructions
- 3 – Review Work Locations and Job Descriptions
- 4 – Change PIN, Re-record Name
- 9 – Exit and hang-up

TO CREATE AN ABSENCE

1. Enter dates for the absence
If using allowed duration when creating an absence, select Full Day, Morning Half Day, Afternoon Half Day or Custom
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to 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 to Enter start date (MMDD)
3. Enter the reason from page 1 followed by the star (*) key or wait for a list of reasons
REASONS FOR ABSENCE:
 - 1) Sick
 - 2) Vacation
 - 3) Personal
 - 4) District Professional Development
 - 5) School Professional Development
 - 6) Jury Duty
4. Record Special Instructions
PRESS 1 to Record special instructions. Press the star (*) key when done
PRESS 2 to Bypass this step
5. Is a Substitute Required?
PRESS 1 if a substitute is required
PRESS 2 if a substitute is not required
6. If you **pressed 1**, a substitute is required
PRESS 1 to Request a particular substitute
Enter the substitute access ID, followed by the star (*) key
PRESS 1 to 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 to Bypass requesting a substitute
7. Complete Absence
PRESS 1 to Receive the job number



TO REVIEW/CANCEL ABSENCE OR MODIFY SPECIAL INSTRUCTIONS

1. Hear the job information

PRESS 1 to Hear absence information again

PRESS 2 to Modify special instructions

PRESS 3 to Cancel the absence

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 to 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.**"

Note: Past absences, and absences within 24 hours, cannot be canceled in the system. Please contact your Supervisor or Timekeeper to have these last minute cancellations processed.

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN

PRESS 2 to Change the recording of your name

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 am	5:00 - 9:00 pm
Saturday	None	None
Sunday	None	5:00 - 9:00 pm