Substitute SFE Web Reference

TO ACCESS SMARTFIND EXPRESS:
1. If you are a new user please call **980-819-4422** to register. You will enter your Access ID = CMS/Lawson Employee Id and PIN = your Access Id when you register. Follow the prompts and create your PIN.
2. Go to the CMS Homepage at www.cms.k12.nc.us, Click **"Staff"** at the top of the page.
3. Select **"Substitute Information".** Select SmartFind Express next to "Welcome to" or the blue box.
4. Login to **SmartFind Express**: **User ID = CMS/Lawson Employee ID.** and **PASSWORD.** First time web users: select "Forgot Password" on sign in page, the system will send you an email to select a password for web log in only.
5. The system will open to a Home page, "**Welcome (your name)**" Screen. This page displays the User Name, and messages related to the school day.

Profile Drop down
1. Click the Profile drop down at the top of page. Click Information, Update Email, Change Password or Callback Number to view or modify any of this information. Your email will be your CMS email. Your phone number will need to be changed in Employee Self Service because it will default to the number in Lawson.
2. Click the Schedule drop down then Click General to update the days of the week you want to sub or set a do not call times.
3. Click the Schedule drop down then Click Classifications or Locations to view this information.
4. Click the Schedule drop down then Click Unavail Dates to set the dates you **are not** available to sub.

To Set your Schedule
1. Click the Schedule drop down then Click General, Click New
2. Check the box under the day you want to add, select your times or Put a check in the box under All Day. Click Save
3. To remove days already there, put a check in the box beside the day you need to remove. Click Delete

To Set your Do Not Call Schedule
1. Click the Schedule drop down then Click General, Click New
2. Check the box under the days you want to set your do not call, remove the check under all day beside "Available for Assignments".
3. Put a check in the box under All Day beside "The System will Not Call". Click Save

To Set Unavailable Dates
1. Click the Schedule drop down then Click Unavail Dates, Click New
2. Enter your date range and click the box for all day or enter times. Click Save
3. To remove dates already there, put a check in the box beside the date you need to remove.
4. Click Delete

To Add/Remove Classifications/Subjects
1. Click the Schedule drop down then Click Classifications, Click New
2. Highlight the ones you want to add, (hold Ctrl to select multiple). Click Save
3. To remove classifications/subjects, put a check in the box beside the one(s) you need to remove.
4. Click Delete

To Add/Remove Schools/Locations
1. Click the Schedule drop down then Click Locations, Click New
2. Highlight the ones you want to add, (hold Ctrl to select multiple). Click Save
3. To remove schools/locations, put a check in the box beside the one(s) you need to remove.
4. Click Delete

Search for Available Jobs
1. Click Available Jobs at the top of the page. Enter the Date range and Click Search.
2. You will see a list of jobs that are available at the schools on your profile or you will see **NO RECORDS FOUND.** Try again later.
3. Click the Details link beside the job you want to view. Job information will display.
4. Click Accept Job you will receive a Job #. Click Return to List.
5. Click Decline Job if you do not want to be offered this job again for the day. Select a Decline Reason from the drop down list. Click Return to List to view another job.

Review Your Assignments
1. Click Review Assignments at the top of page. Enter the date range. Click Search.
2. Or Click Search, every assignment for the last 730 days will be in the list that opens. Or click the circle beside Calendar and view your assignments by month.
3. Click the Job Number Link to view job details.
4. Click Return to List.