New Substitute Experience User Guide

PowerSchool

New Substitute Experience User Guide

How do I find and accept jobs?

Steps:

1 Just sign in and you will see the jobs listed for you automatically!

2 If you want more information about a job, just hit the down arrow.

3 Once you decide to accept the job, you can tap the green checkmark under "Accept", and you will have accepted the job. It's that easy!

4 If a substitute **needs more details** to make their decision, they can select the down arrow to see more details on a job.

5 And training is done in real time right on the web! **Substitutes can Take a Tour** of the intuitive new interface

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How do I see my jobs coming up?

Steps:

1 From the Home Page, select the "Active" tab. The layout is the same as the Available Jobs!

2 View all your Active Jobs from this page. If you need more information, just hit the down arrow.

3 You can also view your Active Jobs from your Calendar! Just select the "My Calendar" button.

July 02, 2021 01:56 PM 📅 **My Calendar** 📱 **Register for the Mobile App**

Available | **Active** | Finished | Canceled | Unavailable ⊕ Add Unavailability

Job ID	Date	Time	Duration	Employee	Classification	Location
▼ 5775	Monday 07/05/2021	07:30 AM 05:00 PM	◐◑◯◐ Full Day	Emp 7001 Michael	ZZ Test Classification	🖥 Remote ZZ Test Location
▼ 5777	Wednesday 07/07/2021	07:30 AM 05:00 PM	◐◑◯◐ Full Day	Emp 7001 Michael	ZZ Test Classification	🖥 Remote ZZ Test Location
▼ 5778	Thursday 07/08/2021	07:30 AM 05:00 PM	◐◑◯◐ Full Day	Emp 7001 Michael	ZZ Test Classification	🖥 Remote ZZ Test Location

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How do I find this User Guide (and other Help Documentation)?

Steps:

1. The (?) icon on the top right will lead you to two pages:
   - "Online Help" (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!). **This User Guide will be here.**
   - "Help Center" – a page with your districts address, phone number, and email.

Help Options

Online Help

Help Center

Unified Talent
SmartFind Express Help for Substitutes

Search

Get Started
Find Available Jobs
Manage Active Jobs
▸ Manage Availability
▸ Manage Other Settings

Welcome to SmartFind Express Help for Substitutes

Recent Topic Updates

- Manage Auto Accept

🔥 Hot Topics

Check out these Hot Topics that most commonly helped other users.

- Find Available Jobs
- Manage Active Jobs
- Manage Schedule

Substitute Help Desk

Address

Phone

Email

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How do I add unavailability and why should I?

Steps:

1 Select the "Add Unavailability" button on the top right of your screen, and a modal will pop up.

2 Select when you will be available (this is required!).

3 Then select the time and duration of your unavailability. If you don't want to receivee communication all day, select "All Day". If you are only unavailable for a short time (i.e., doctor's appointment), you can select "Custom Time"

4 If you want to keep receiving communication (calls, texts) from SmartFind Express when you're unavailable, select this checkbox to turn it ON, meaning you will receive communication.

April 23, 2021 10:10 AM 📅 My Calendar Register for the Mobile App

1 ⊕ Add Unavailability

Available | Active | Finished | Canceled | Unavailable

Date	Time	Duration		Decline	Accept
Monday 2021/04/26	06:30 AM 07:00 AM	Custom Day	est Location	❌	✅
Tuesday 2021/04/27	06:30 AM 07:00 AM	Custom Day	est Location	❌	✅
Wednesday 2021/04/28	06:30 AM 07:00 AM	Custom Day	est Location	❌	✅
Thursday 2021/04/29	06:30 AM 07:00 AM	Custom Day	est Location	❌	✅
Requested Thursday 2021/04/29	08:00 AM 04:00 PM	Full Day	est Location	❌	✅
Friday 2021/04/30	06:30 AM 07:00 AM	Custom Day	est Location	❌	✅

Add Unavailability Date

Select Date

2 Start Date [Required]   End Date [Required]
MM/DD/YYYY   MM/DD/YYYY

Time/Duration

3 ○ All Day

○ Custom Time

Future Calls

4 ☐ Continue receiving calls during periods of unavailability

Cancel   **5** **Save**

5 Select "Save", and your unavailability will be saved!

Why Should I Add An Unavailability?

Adding an Unavailability tells your district that you are unable to work that date or time period. There are many reasons substitutes use unavailability:
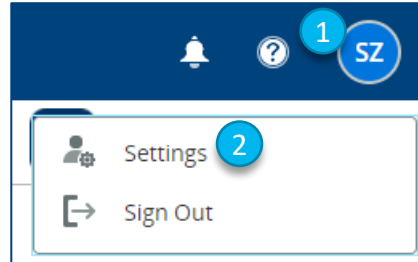
- You are going on vacation and want to unplug
- You have a doctor's appointment
- It's your birthday and you need a day off!

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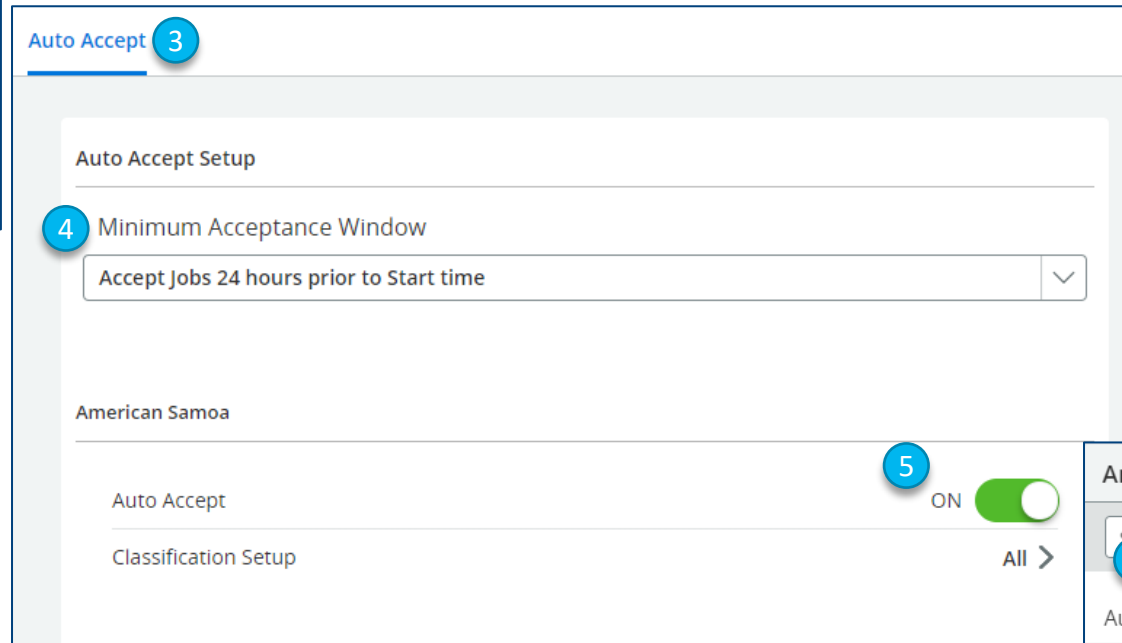
How do I set up Auto Accept?

Navigation Steps:

1. Select your initials on the top right of the screen.

2. Select "Settings"

3. Then select "Auto Accept".

Configuration Steps:

4. The Minimum Acceptance Window (MAW) makes sure you don't auto accept a job that starts in 20 minutes! Select whichever window you prefer (24 hours is selected in the example).

5. For each location (American Samoa is selected in the example), turn ON the Auto Accept toggle if you want to Auto Accept jobs for that location.

6. You can also configure Auto Accept to only accept jobs for specific classifications for each location. For example, if you only want to Auto Accept Science jobs at American Samoa, you can do that! Just select the Classification Setup arrow and choose your classifications.

⚠ Auto Accept is only available if your district allows it. If you do not see the Auto Accept option in your Settings, your district does not allow substitutes to auto accept jobs.

Auto Accept

Settings
Sign Out

Auto Accept Setup

Minimum Acceptance Window

Accept Jobs 24 hours prior to Start time

American Samoa

Auto Accept — ON

Classification Setup — All >

American Samoa

Search

Auto Accept Classifications

☑ Select All

☑ Geo Science

Classifications List

Note:

Auto Accept has changed **and substitutes need to set up Auto Accept again once they adopt the new substitute experience**. We believe this