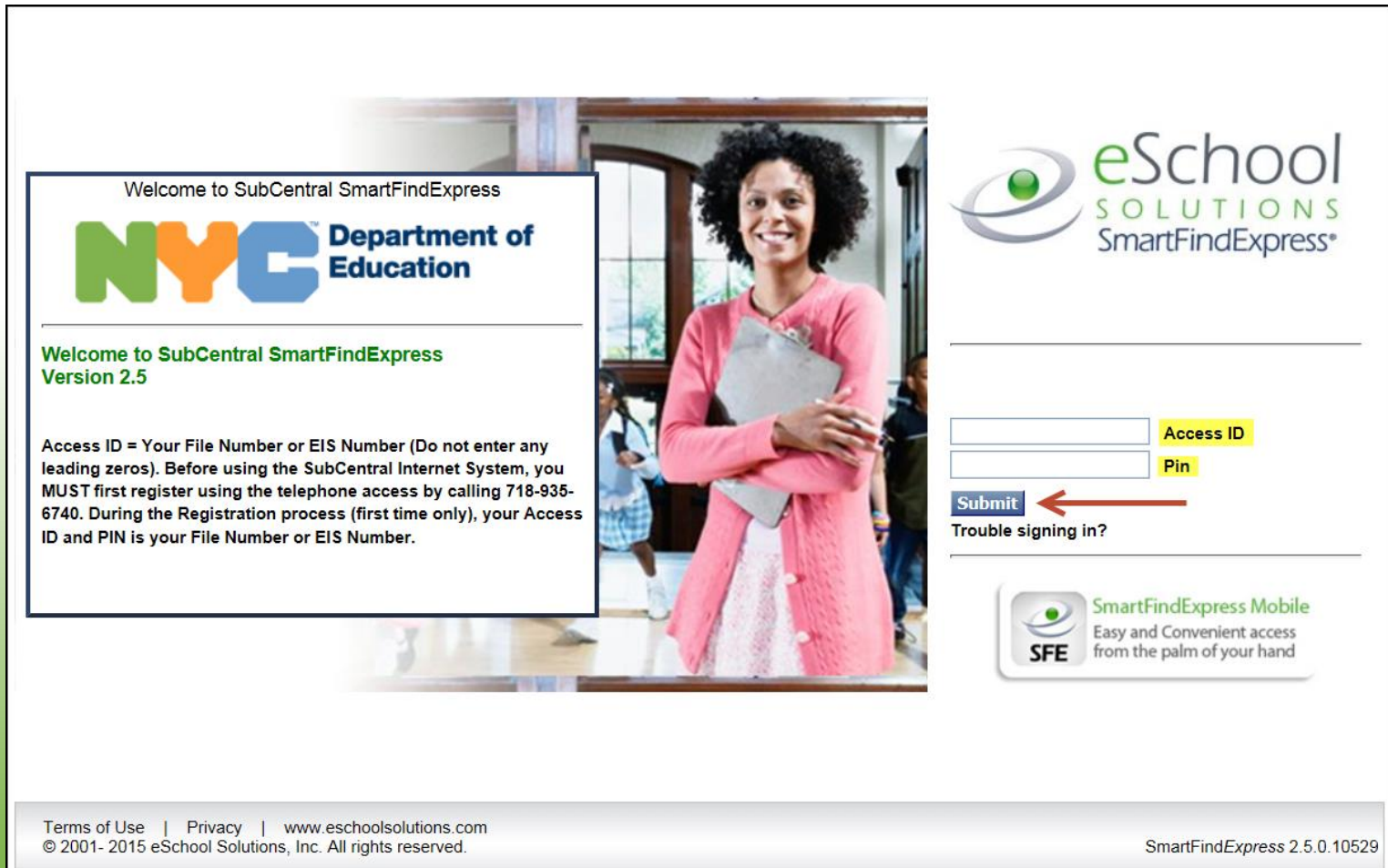


# The SubCentral System for Substitute Paraprofessionals


## Managing Your Schedule Information

# Log-In Screen

You must complete the one-time registration by phone before you are able to access the system online. Enter your User ID (File/EIS number) and the Password (PIN) you created and click the Submit button.



Welcome to SubCentral SmartFindExpress



Welcome to SubCentral SmartFindExpress  
Version 2.5

Access ID = Your File Number or EIS Number (Do not enter any leading zeros). Before using the SubCentral Internet System, you MUST first register using the telephone access by calling 718-935-6740. During the Registration process (first time only), your Access ID and PIN is your File Number or EIS Number.

Access ID

Pin

Submit

Trouble signing in?

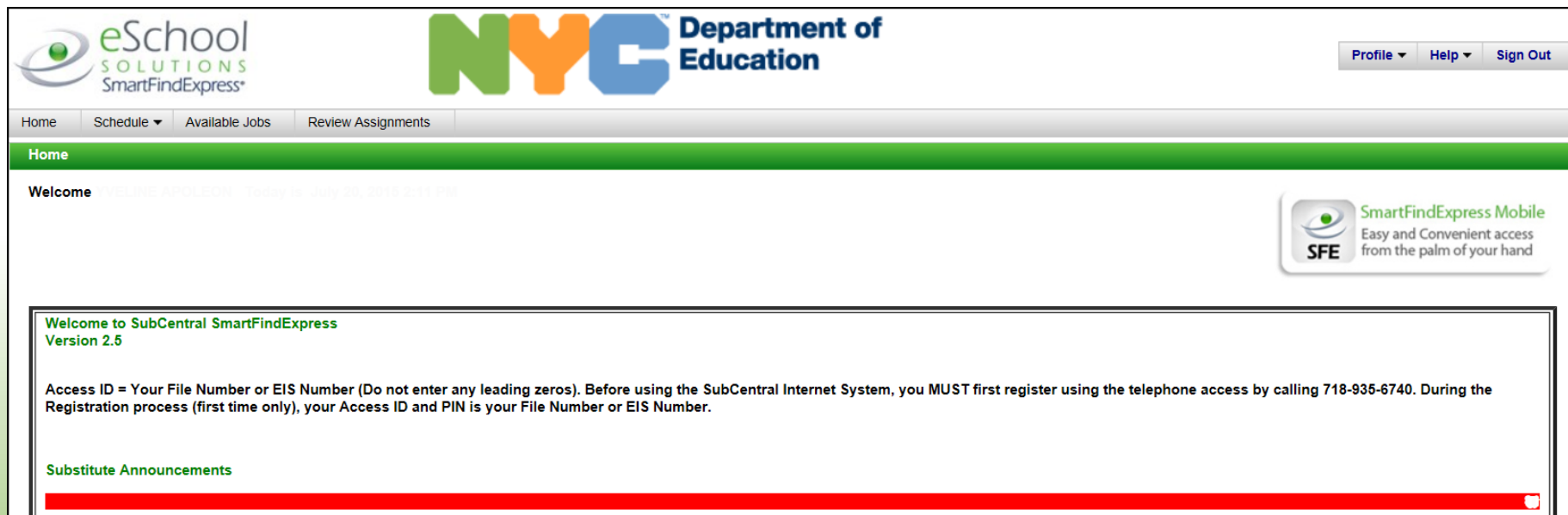
SmartFindExpress Mobile  
Easy and Convenient access  
from the palm of your hand

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SmartFindExpress 2.5.0.10529

# Home Page

Your home page displays various tabs that allow you to navigate through the system, review your information and manage your profile. It also contains important announcements and information pertaining to your employment. Be sure to read your home page periodically.



The screenshot shows the home page of the eSchool SOLUTIONS SmartFindExpress system. At the top left is the eSchool SOLUTIONS SmartFindExpress logo. In the center is the NYC Department of Education logo. On the top right, there are links for Profile, Help, and Sign Out. Below the logo area is a navigation bar with tabs for Home, Schedule, Available Jobs, and Review Assignments. The main content area has a green header with the word "Home" and a "Welcome" message. A "SmartFindExpress Mobile" banner is on the right. The main content area contains a "Welcome to SubCentral SmartFindExpress Version 2.5" message and a "Substitute Announcements" section with a red bar below it.

eSchool SOLUTIONS SmartFindExpress

NYC Department of Education

Profile Help Sign Out

Home Schedule Available Jobs Review Assignments

Home

Welcome VELINE APPELTON Today 14 July 2015 2:11 PM

SmartFindExpress Mobile  
SFE Easy and Convenient access from the palm of your hand

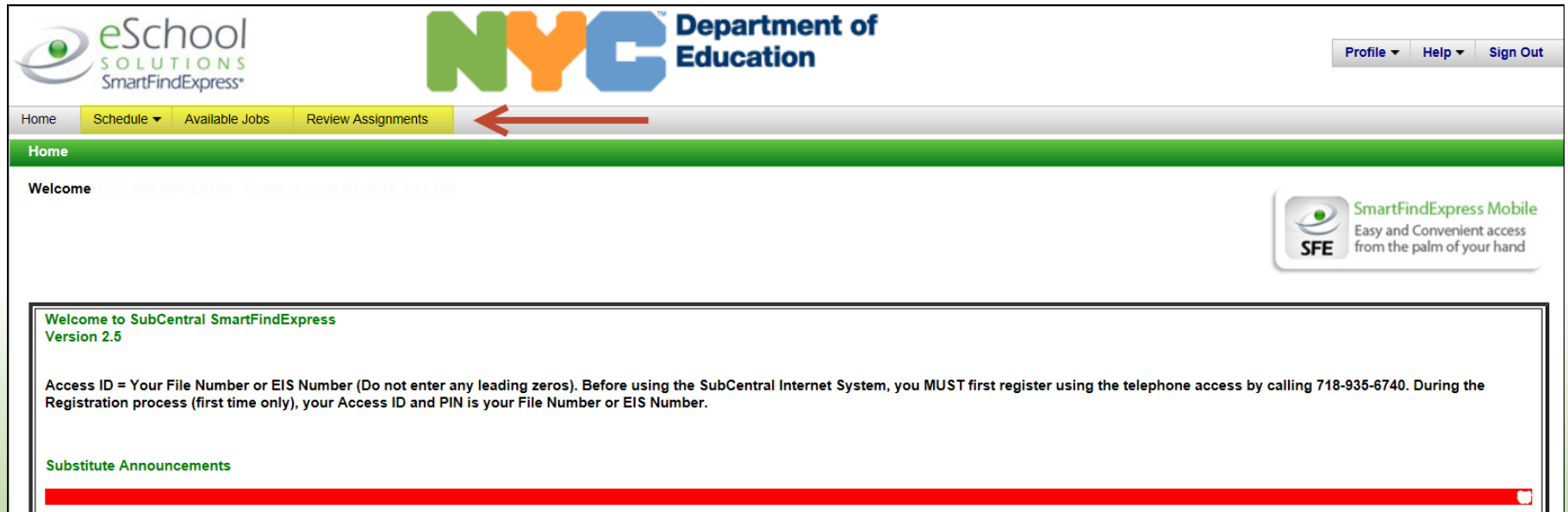
Welcome to SubCentral SmartFindExpress  
Version 2.5

Access ID = Your File Number or EIS Number (Do not enter any leading zeros). Before using the SubCentral Internet System, you MUST first register using the telephone access by calling 718-935-6740. During the Registration process (first time only), your Access ID and PIN is your File Number or EIS Number.

Substitute Announcements

# Home Page

The tabs on the top left allow you to manage your schedule, view assignments and search for available jobs.



eSchool SOLUTIONS SmartFindExpress

NYC Department of Education

Profile ▾ Help ▾ Sign Out

Home Schedule ▾ Available Jobs Review Assignments

Home

Welcome VELINE APOLLON Today is July 20, 2015 2:11 PM

SmartFindExpress Mobile  
Easy and Convenient access  
from the palm of your hand

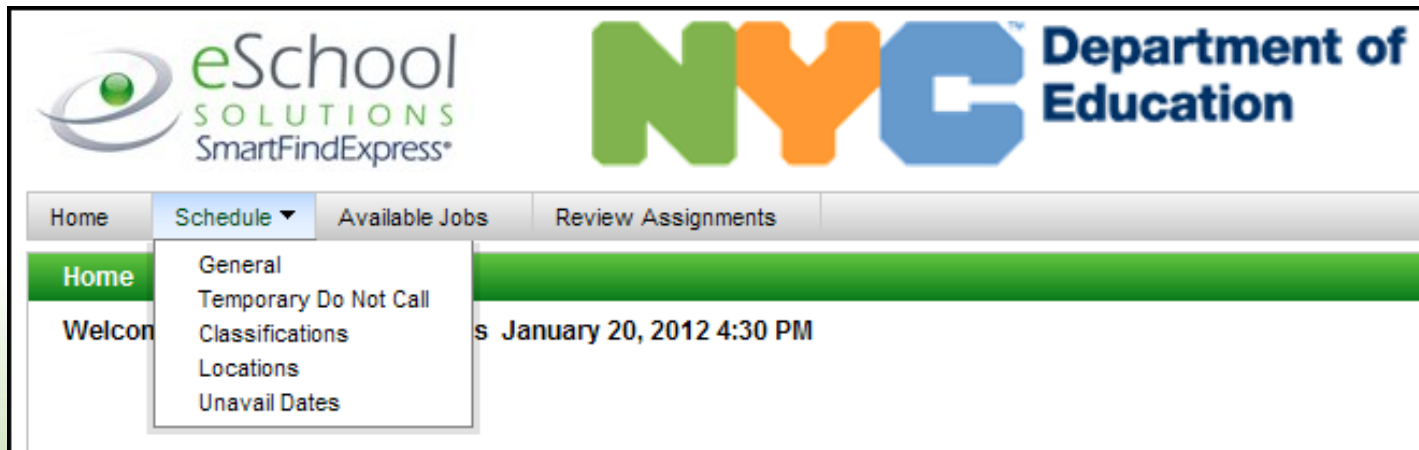
Welcome to SubCentral SmartFindExpress  
Version 2.5

Access ID = Your File Number or EIS Number (Do not enter any leading zeros). Before using the SubCentral Internet System, you MUST first register using the telephone access by calling 718-935-6740. During the Registration process (first time only), your Access ID and PIN is your File Number or EIS Number.

Substitute Announcements

# Schedule

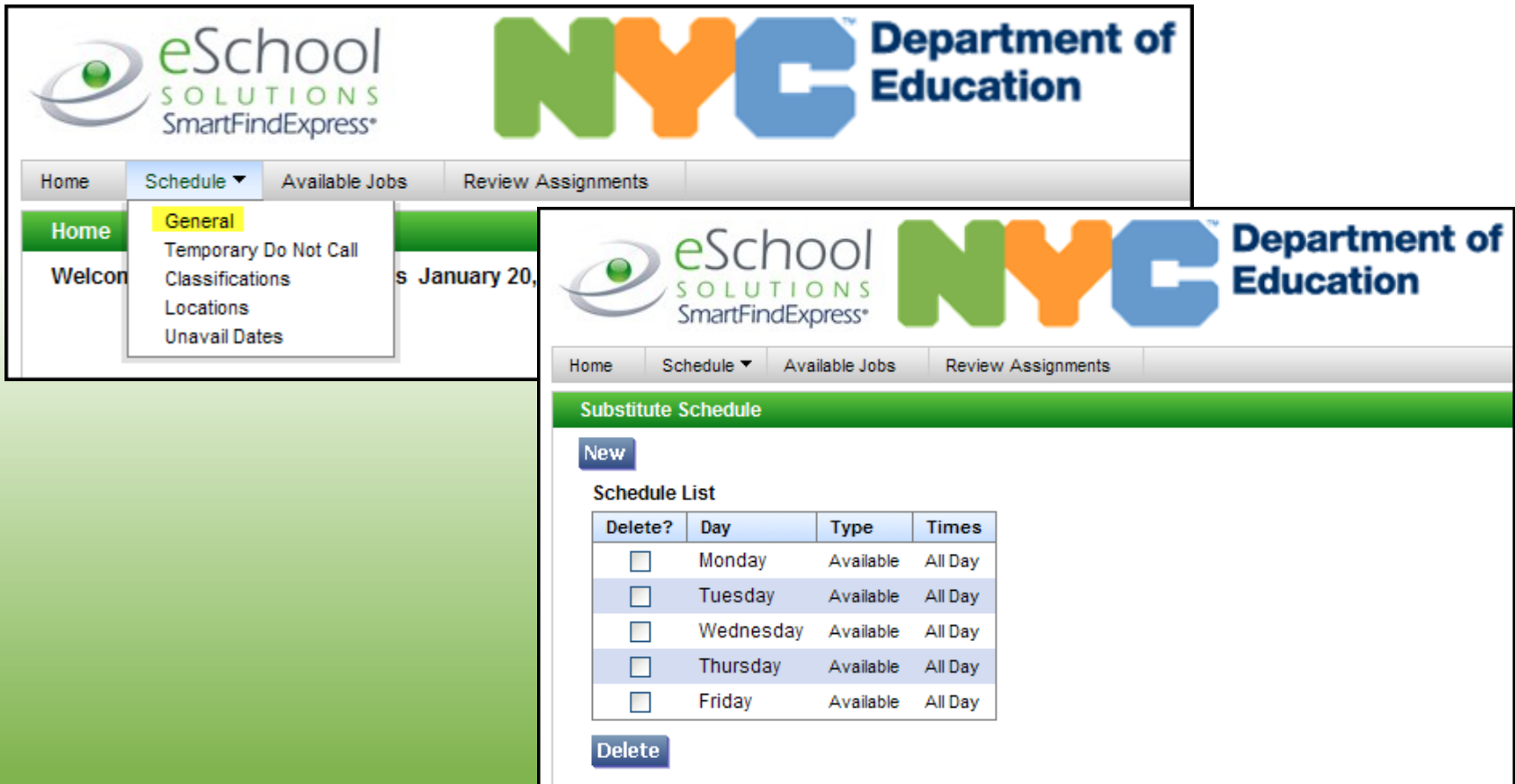
Hover your mouse over the Schedule Tab and the system will display a drop down menu with various links.



The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. At the top left is the eSchool SOLUTIONS SmartFindExpress logo. To its right is the NYC Department of Education logo. Below these logos is a navigation bar with four tabs: Home, Schedule, Available Jobs, and Review Assignments. The Schedule tab is selected, and a dropdown menu is open, listing the following options: General, Temporary Do Not Call, Classifications, Locations, and Unavail Dates. Below the navigation bar, a green horizontal bar is visible, followed by a white area containing the text "Welcome" and "January 20, 2012 4:30 PM".

# Schedule Tab

Click on General and you will have the ability to view and update your schedule. The defaulted schedule allows you to be available Monday through Friday. You may change this at any time, if you are unable to provide substitute service on a particular day of the week.



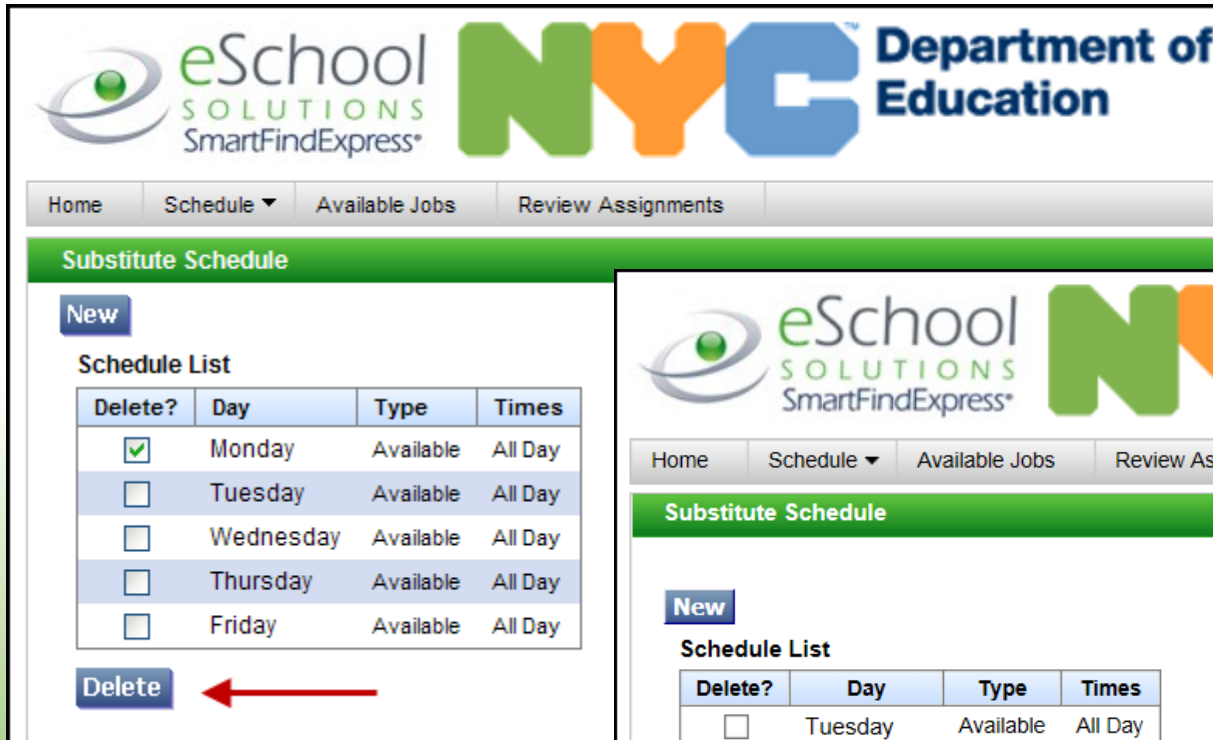
The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Schedule' dropdown menu is open, showing options: 'General', 'Temporary Do Not Call', 'Classifications', 'Locations', and 'Unavail Dates'. The 'General' option is highlighted. Below the navigation bar, the 'Substitute Schedule' page is displayed, featuring a 'New' button and a 'Schedule List' table.

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Below the table is a 'Delete' button.

# Schedule Tab

To Delete - Click the delete box next to the day of the week and then click the delete button.



Home Schedule Available Jobs Review Assignments

**Substitute Schedule**

New

Schedule List

Delete?	Day	Type	Times
<input checked="" type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete



Home Schedule Available Jobs Review Assignments

**Substitute Schedule**

Profile update successful.

New

Schedule List

Delete?	Day	Type	Times
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

Delete

# Schedule Tab

To Add - Click the New button and remove the check marks from the days you already have in your schedule. Note: You should only have the day(s) you are adding displayed in the “New Schedule” section of the screen.

Home Schedule Available Jobs Review Assignments

**Substitute Schedule**

**New** ←

**Schedule List**

Delete?	Day	Type	Times
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

**Delete**

---

Home Schedule Available Jobs Review Assignments

**Substitute Schedule**

**New Schedule**

\* Sun Mon Tue Wed Thu Fri Sat

←

All Day  - or - \* Start Time  \* End Time   
 (HH:MM AM) (HH:MM AM)

Available for assignments:  - or -    
 (HH:MM AM) (HH:MM AM)

**Save** [Return To List](#)

---

**Schedule List**

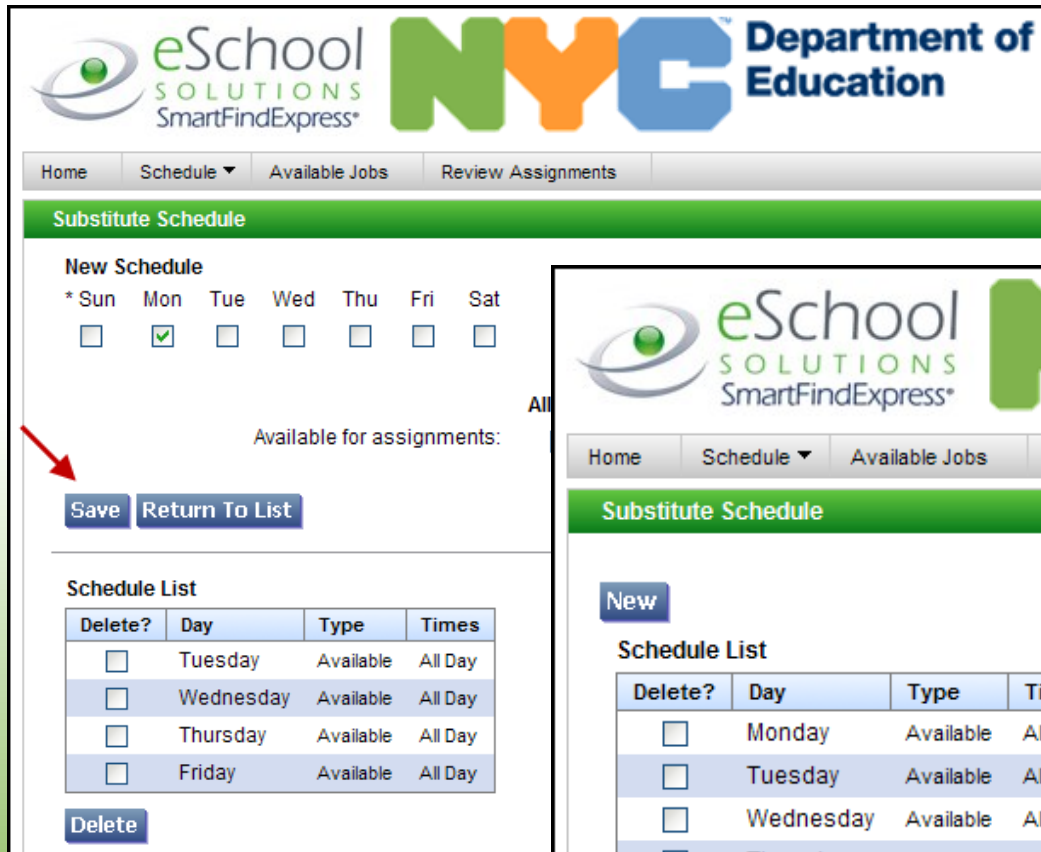
Delete?	Day	Type	Times
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

**Delete**



# Schedule Tab

Click Save and your new schedule will be displayed on the screen.



eSchool SOLUTIONS SmartFindExpress® NYC Department of Education

Home Schedule Available Jobs Review Assignments

**Substitute Schedule**

**New Schedule**

\* Sun Mon Tue Wed Thu Fri Sat

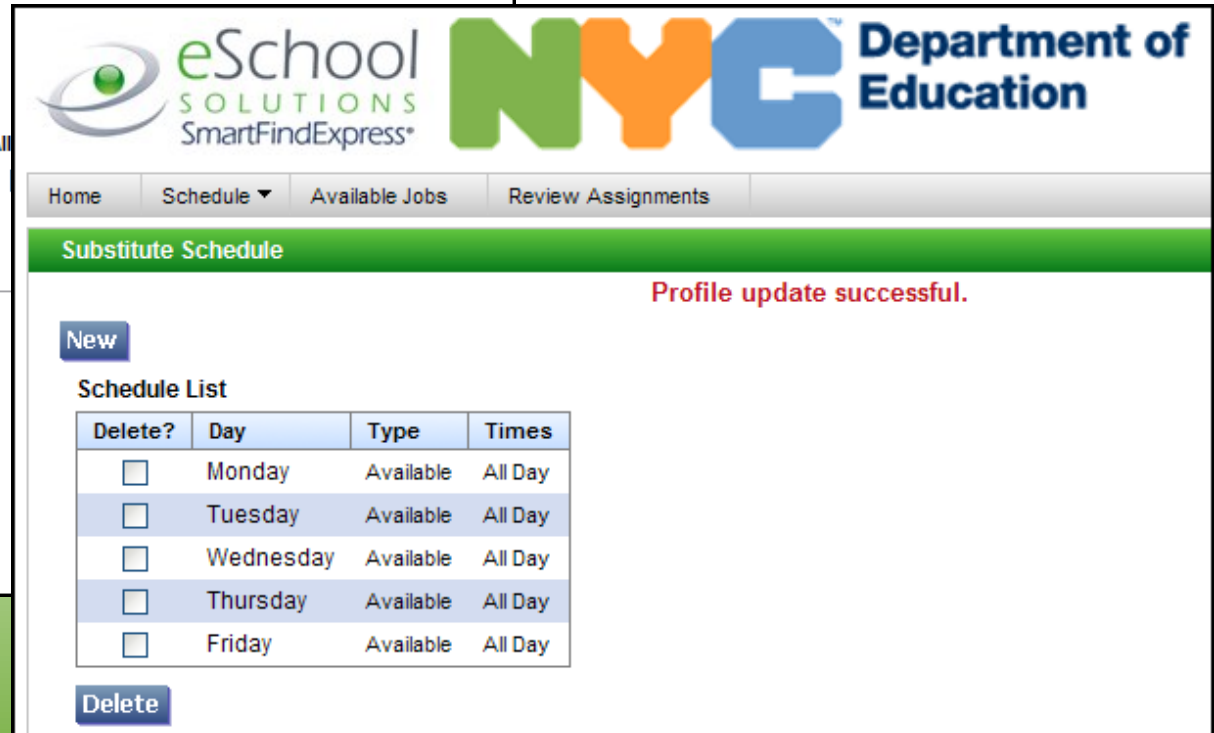
Available for assignments:

**Save** **Return To List**

**Schedule List**

Delete?	Day	Type	Times
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

**Delete**



eSchool SOLUTIONS SmartFindExpress® NYC Department of Education

Home Schedule Available Jobs Review Assignments

**Substitute Schedule**

**Profile update successful.**

**New**

**Schedule List**

Delete?	Day	Type	Times
<input type="checkbox"/>	Monday	Available	All Day
<input type="checkbox"/>	Tuesday	Available	All Day
<input type="checkbox"/>	Wednesday	Available	All Day
<input type="checkbox"/>	Thursday	Available	All Day
<input type="checkbox"/>	Friday	Available	All Day

**Delete**

# Schedule Tab

Click on Temporary Do Not Call to update the 24 hour Do Not Call parameter. This will block the system from calling you. The block will begin from the moment you update this information until the time you enter. The time you enter must be within 24 hours of the change. Be sure to click Save to retain your changes.

The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. At the top, the logos for eSchool SOLUTIONS SmartFindExpress and NYC Department of Education are visible. Below the logos is a navigation bar with tabs for Home, Schedule, Available Jobs, and Review Assignments. The Schedule tab is selected, and a dropdown menu is open, showing options: General, Temporary Do Not Call (highlighted in yellow), Classifications, Locations, and Unavail Dates. Below the navigation bar, the Profile section is visible, containing the following fields:

- Call Back #:
- Do Not Call Until:  (hh:mm am)
- Note Enter a time that is up to
- Save**

Note: You also have the ability to change the telephone number the system will use to contact you.

# Schedule Tab

Click on Classifications to view the substitute paraprofessional classifications in your profile. If you wish to add or remove language classifications you must contact the SubCentral Help Desk.



The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Schedule' tab is selected, and its dropdown menu is open, showing options: 'General', 'Temporary Do Not Call', 'Classifications' (highlighted), 'Locations', and 'Unavail Dates'. Below the navigation bar, the 'Classifications' page is displayed, featuring a 'Classification List' table.

Code	Name
Z GN MALE	MALE PARA
PA	PARAPROFESSIONAL

Note: Your classification list will contain paraprofessionals (indicating that you are a substitute paraprofessional), your gender and any language you are fluent in speaking and writing.

# Schedule Tab

Click on Locations to view the districts listed in your profile. If you wish to add or remove districts you must contact the SubCentral Help Desk.



The screenshot shows the eSchool SOLUTIONS SmartFindExpress\* interface. The top navigation bar includes 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Schedule' tab is selected, and a dropdown menu is open, showing options: 'General', 'Temporary Do Not Call', 'Classifications', 'Locations' (highlighted), and 'Unavail Dates'. Below the navigation bar, the 'Locations' page is displayed, featuring a 'Location List' table with columns for 'Delete', 'Code', and 'Name'.

Delete	Code	Name
<input type="checkbox"/>	75K	75K District 75 Schools in Brooklyn
<input type="checkbox"/>	D13	DISTRICT 13
<input type="checkbox"/>	D14	DISTRICT 14

Note: Your location list will contain the District 75 borough and district of your nominating school, and those associated with your home zip code (provided you live within the five boroughs).

# Schedule Tab

Click on Unavail Dates to update your availability by date or date range. To add a date or date range with which you are unavailable to provide substitute service click New.

The image shows two overlapping screenshots of the eSchool SOLUTIONS SmartFindExpress web application interface. The top screenshot displays the main navigation menu with the 'Schedule' tab selected. A dropdown menu is open under 'Schedule', with 'Unavail Dates' highlighted in yellow. The bottom screenshot shows the 'Unavail Dates' page, which has a green header bar with the text 'Unavailable Dates'. Below this header, there is a blue button labeled 'New' with a red arrow pointing to it from the right.

# Schedule Tab

1. Update your Unavailable Date information by entering the dates or using the calendar icon in the Start and End areas if the Date Range section
2. Add a check to the All Day box (time frames do not apply to NYC substitutes)
3. If you would like to receive job offers during evening callout on days you are unavailable to work, add a check to Call for future assignments
4. Be sure to click Save

**eSchool SOLUTIONS SmartFindExpress** **NYC** Department of Education

Home | Schedule ▾ | Available Jobs | Review Assignments

**Unavailable Dates**

**New Unavailable Date**

Note: Times apply to every unavailable day in the date range.

\* Date Range

Start:  (MM/DD/YYYY)

End:  (MM/DD/YYYY)

\* Time  (HH:MM AM) - or -  All Day

Call for future assignments

**Save** **Return To List**

**eSchool SOLUTIONS SmartFindExpress** **NYC**

Home | Schedule ▾ | Available Jobs | Review Assignments

**Unavailable Dates**

**New**

**Unavailable Date List**

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	11/09/2015	11/09/2015	All Day

**Delete**

# Schedule Tab

To Delete - Select the box next to the date/date range you would like to be removed and click Delete.



eSchool SOLUTIONS SmartFindExpress™ NYC Department of Education

Home Schedule Available Jobs Review Assignments

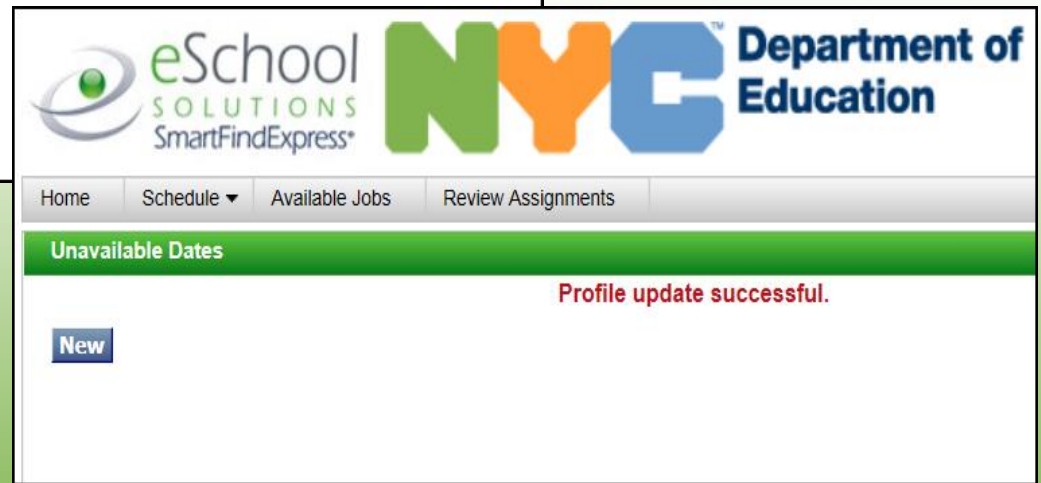
**Unavailable Dates**

**New**

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input checked="" type="checkbox"/>	11/09/2015	11/09/2015	All Day

**Delete** ←



eSchool SOLUTIONS SmartFindExpress™ NYC Department of Education

Home Schedule Available Jobs Review Assignments

**Unavailable Dates**

Profile update successful.

**New**



Good luck and we wish you much  
success as a substitute  
paraprofessional  
with the New York City  
Department of Education