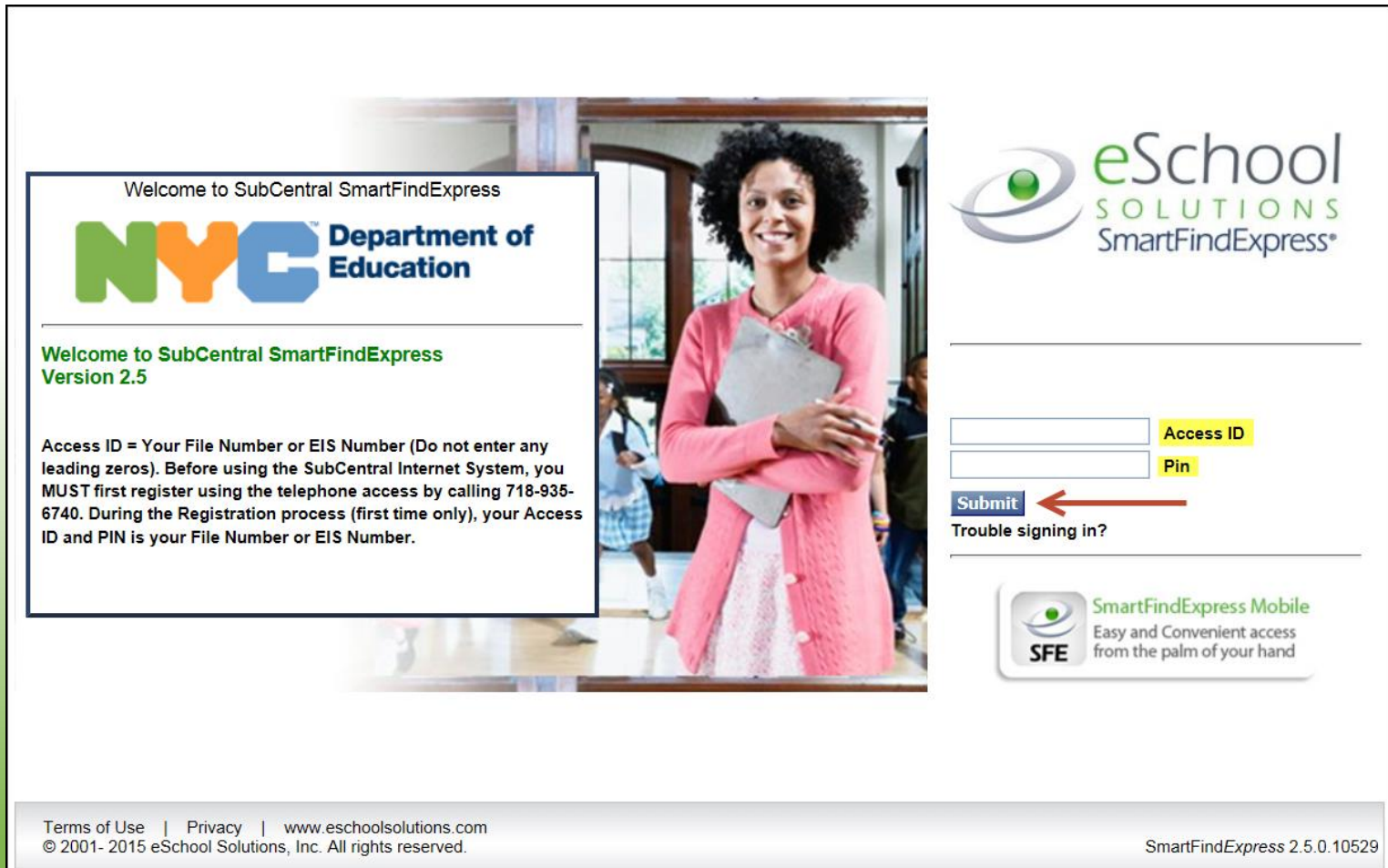


The SubCentral System for Substitutes


How To Review Assignments

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?



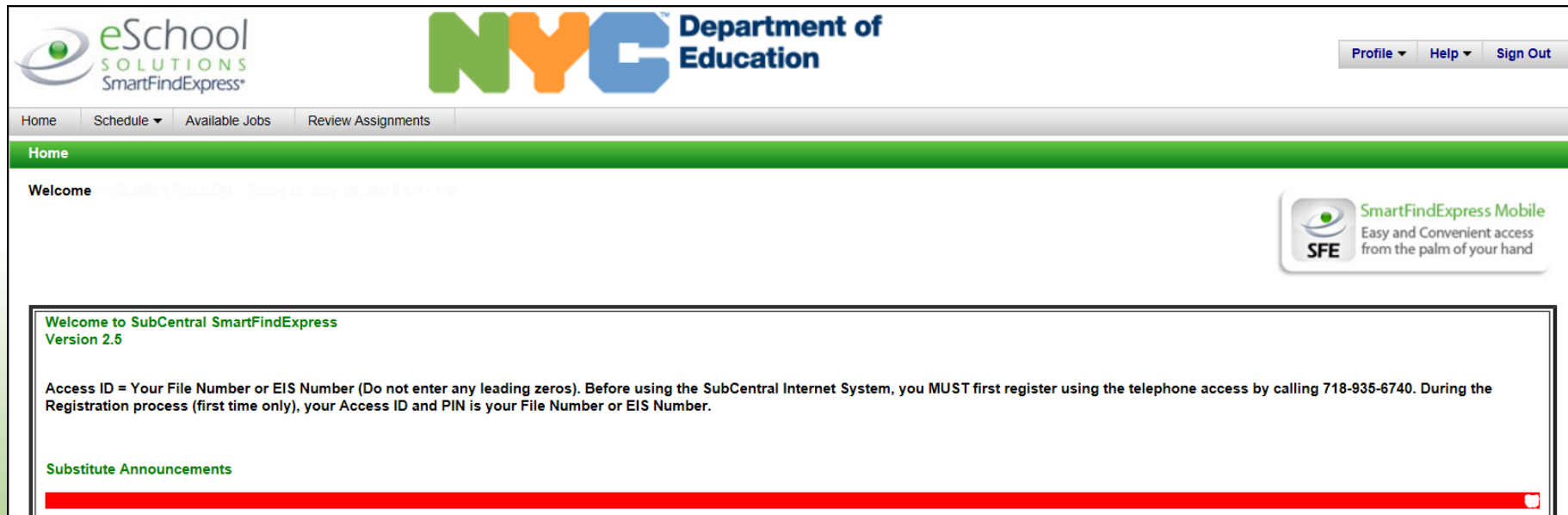
SmartFindExpress Mobile
Easy and Convenient access
from the palm of your hand

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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. A large box contains a "Welcome to SubCentral SmartFindExpress Version 2.5" message and instructions for using the system, including the registration process and the importance of the Access ID and PIN. Below this is a "Substitute Announcements" section with a red bar.

eSchool SOLUTIONS SmartFindExpress

NYC Department of Education

Profile Help Sign Out

Home Schedule Available Jobs Review Assignments

Home

Welcome VELINE APPELTON Today 11 July 2010 2:11 PM

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

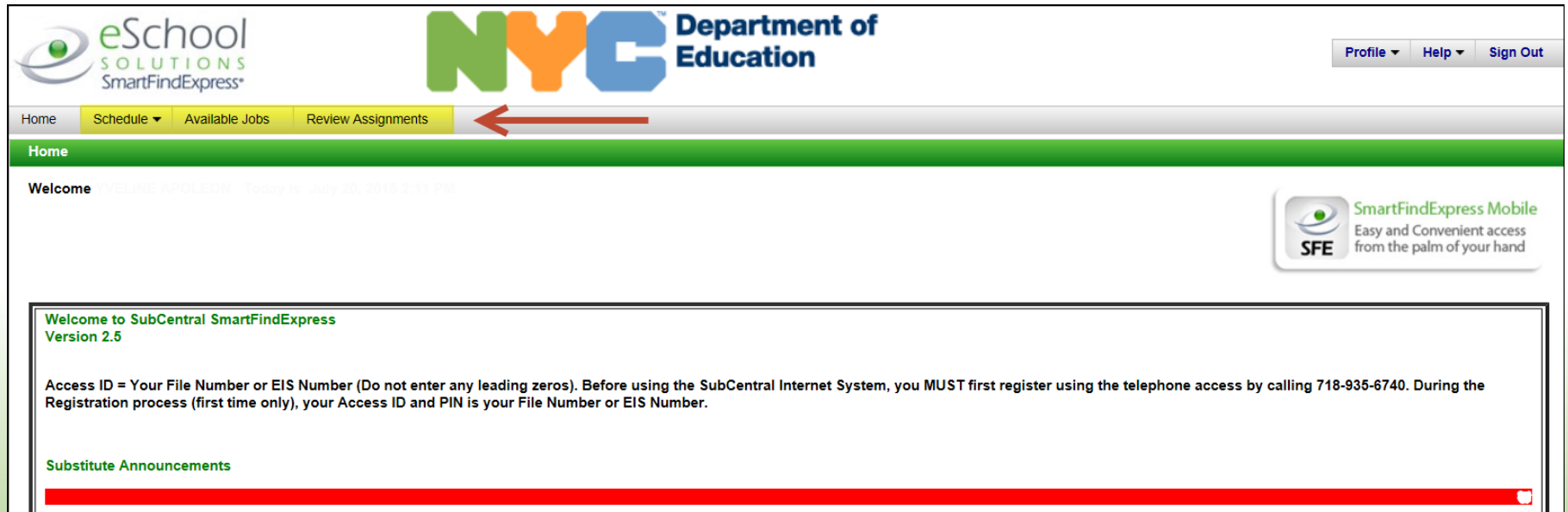
Welcome to SubCentral SmartFindExpress
Version 2.5

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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

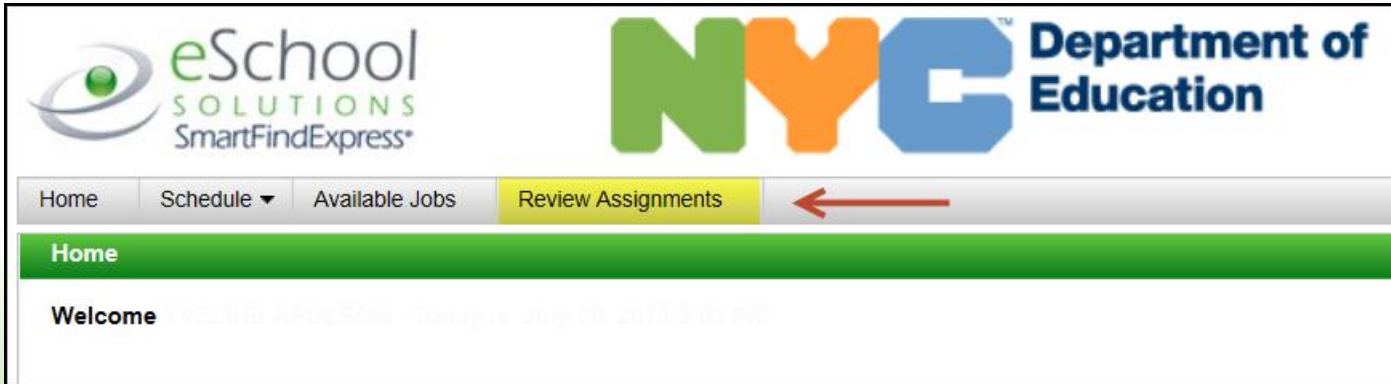
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Version 2.5

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

Review Assignments Tab

Accepted/confirmed assignments - passed, present or future may be reviewed online at any time. Click Review Assignments.





The screenshot shows the top navigation bar of the eSchool SOLUTIONS SmartFindExpress application. The navigation bar includes the following elements:

- Logos:** eSchool SOLUTIONS SmartFindExpress (left) and NYC Department of Education (right).
- Navigation Menu:** Home, Schedule (with a dropdown arrow), Available Jobs, and Review Assignments (highlighted in yellow).
- Indicator:** A red arrow points to the Review Assignments tab.
- Content Area:** Below the navigation bar, the word "Home" is displayed in a green bar, and "Welcome" is displayed in the main content area.

Review Assignments Tab


You may search by date range or by job number. In addition, you may view the information in a list or calendar format. Be sure to click Search.

The screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. At the top, there are logos for eSchool SOLUTIONS SmartFindExpress, NYC, and the Department of Education. Below the logos is a navigation bar with tabs for Home, Schedule, Available Jobs, and Review Assignments. The Review Assignments tab is active, indicated by a green header. The main content area contains a search form with the following elements:

- Display Format: List of Calendar
- Search From: (MM/DD/YYYY) 
- To: (MM/DD/YYYY) 
- Job Number: **Note: Search by job number will not use the date range**
- Search** button with a red arrow pointing to it.

Review Assignments Tab

Click on the underlined job number to view more information regarding the assignment you are searching for.

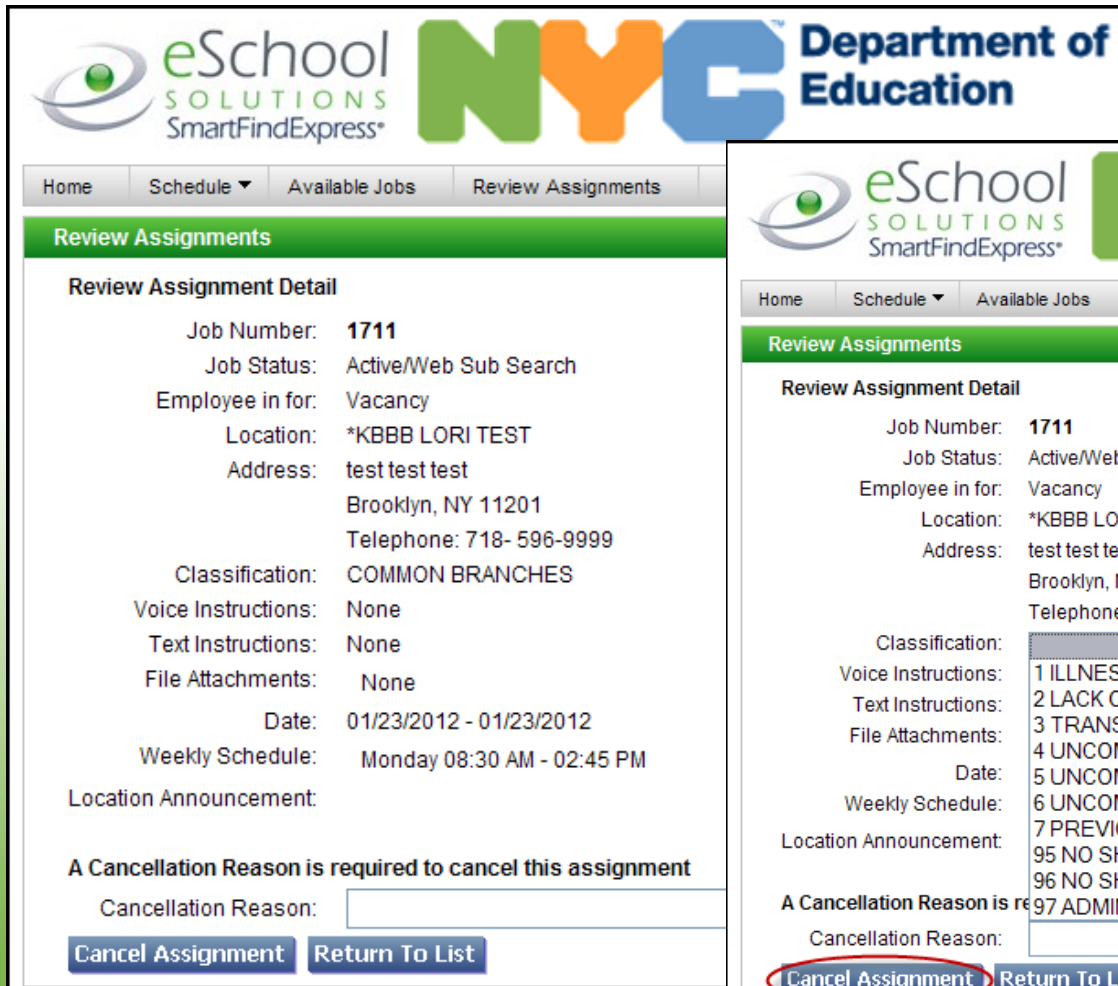


The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. At the top, there are logos for eSchool SOLUTIONS SmartFindExpress, NYC, and the Department of Education. Below the logos is a navigation bar with tabs: Home, Schedule, Available Jobs, and Review Assignments (which is selected). Under the Review Assignments tab, there is a section for search options. It includes a 'Display Format' section with radio buttons for 'List' (selected) and 'Calendar'. There are two date input fields: 'Search From:' and 'To:', both with calendar icons and '(MM/DD/YYYY)' format instructions. Below these is a 'Job Number:' input field containing '1711' and a note: 'Note: Search by job number will not use the date range'. A blue 'Search' button is located below the job number field. Below the search options is a table with the following data:

Job #	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days
<u>1711</u>	01/23/2012 08:30 AM 01/23/2012 02:45 PM	*KBBB LORI TEST COMMON BRANCHES	Vacancy Mon

Review Assignments Tab

If it is a future job, you have the ability to cancel the assignment (up to 2 hours before the start of the job). Otherwise, you are only able to review and print the information.



eSchool SOLUTIONS SmartFindExpress® NYC Department of Education

Home Schedule Available Jobs Review Assignments

Review Assignments

Review Assignment Detail

Job Number: **1711**
 Job Status: Active/Web Sub Search
 Employee in for: Vacancy
 Location: *KBBB LORI TEST
 Address: test test test
 Brooklyn, NY 11201
 Telephone: 718- 596-9999

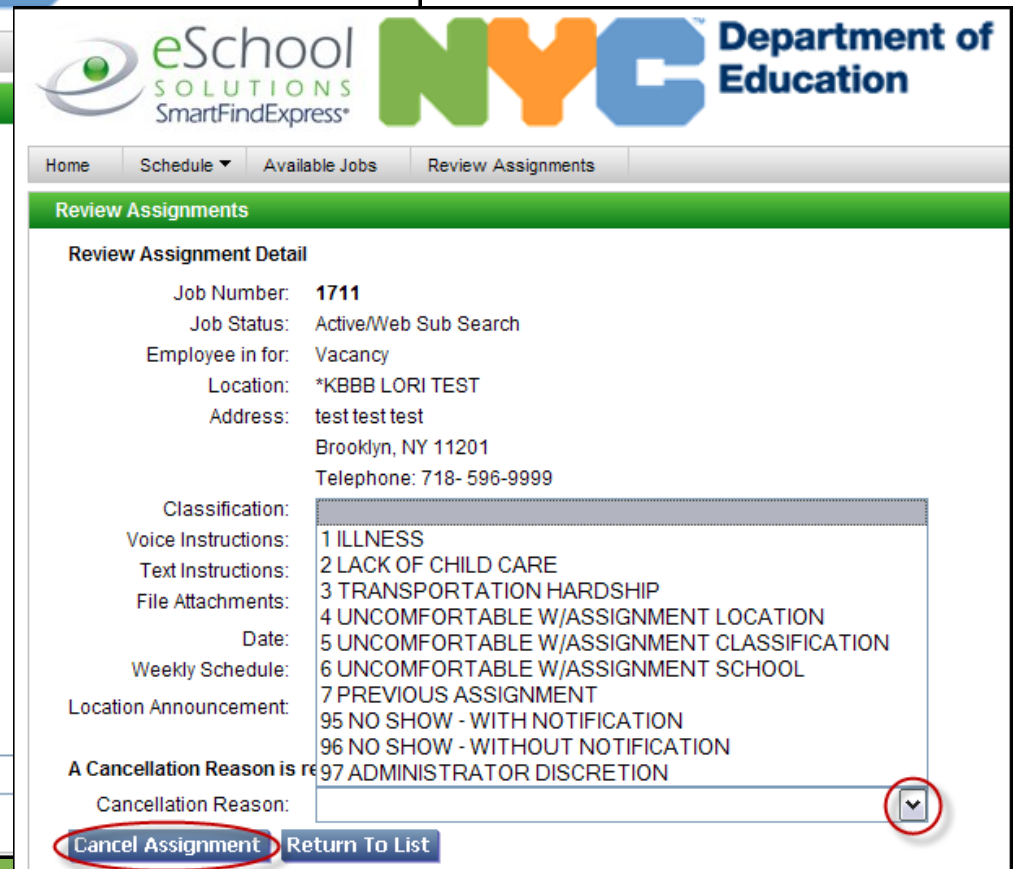
Classification: COMMON BRANCHES
 Voice Instructions: None
 Text Instructions: None
 File Attachments: None

Date: 01/23/2012 - 01/23/2012
 Weekly Schedule: Monday 08:30 AM - 02:45 PM
 Location Announcement:

A Cancellation Reason is required to cancel this assignment

Cancellation Reason:

[Cancel Assignment](#) [Return To List](#)



eSchool SOLUTIONS SmartFindExpress® NYC Department of Education

Home Schedule Available Jobs Review Assignments

Review Assignments

Review Assignment Detail

Job Number: **1711**
 Job Status: Active/Web Sub Search
 Employee in for: Vacancy
 Location: *KBBB LORI TEST
 Address: test test test
 Brooklyn, NY 11201
 Telephone: 718- 596-9999

Classification:
 Voice Instructions: 1 ILLNESS
 Text Instructions: 2 LACK OF CHILD CARE
 File Attachments: 3 TRANSPORTATION HARDSHIP
 Date: 4 UNCOMFORTABLE W/ASSIGNMENT LOCATION
 Weekly Schedule: 5 UNCOMFORTABLE W/ASSIGNMENT CLASSIFICATION
 Location Announcement: 6 UNCOMFORTABLE W/ASSIGNMENT SCHOOL
 7 PREVIOUS ASSIGNMENT
 95 NO SHOW - WITH NOTIFICATION
 96 NO SHOW - WITHOUT NOTIFICATION
 97 ADMINISTRATOR DISCRETION

A Cancellation Reason is required to cancel this assignment

Cancellation Reason:

[Cancel Assignment](#) [Return To List](#)

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