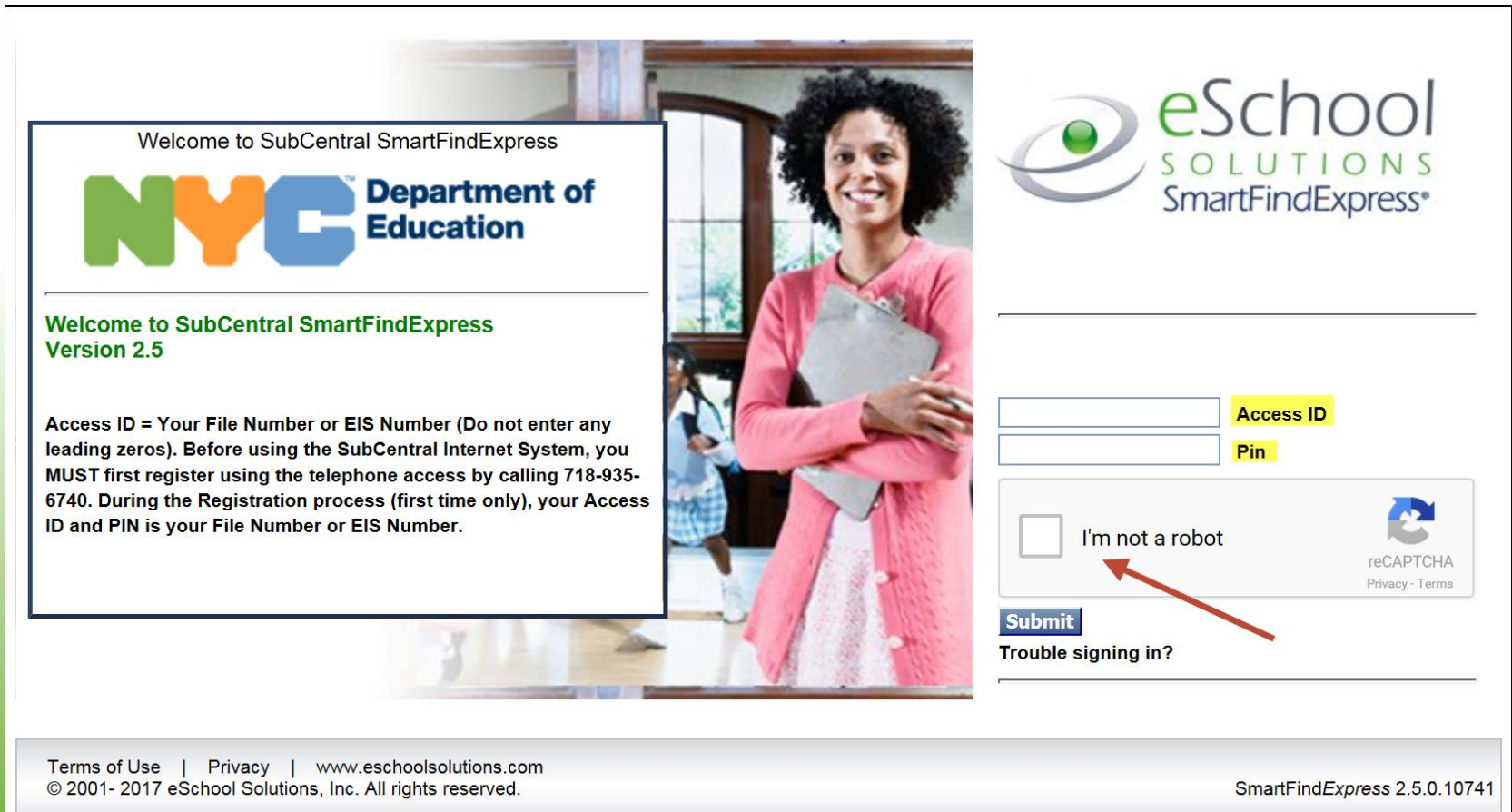


The SubCentral System for Substitute Teachers


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. Then, for security purposes, click the “I’m not a robot” box, follow the instructions in the pop-up window, click Verify, then click the Submit button.




Welcome to SubCentral SmartFindExpress



NYC Department of
Education

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

I'm not a robot



reCAPTCHA
Privacy - Terms

Submit

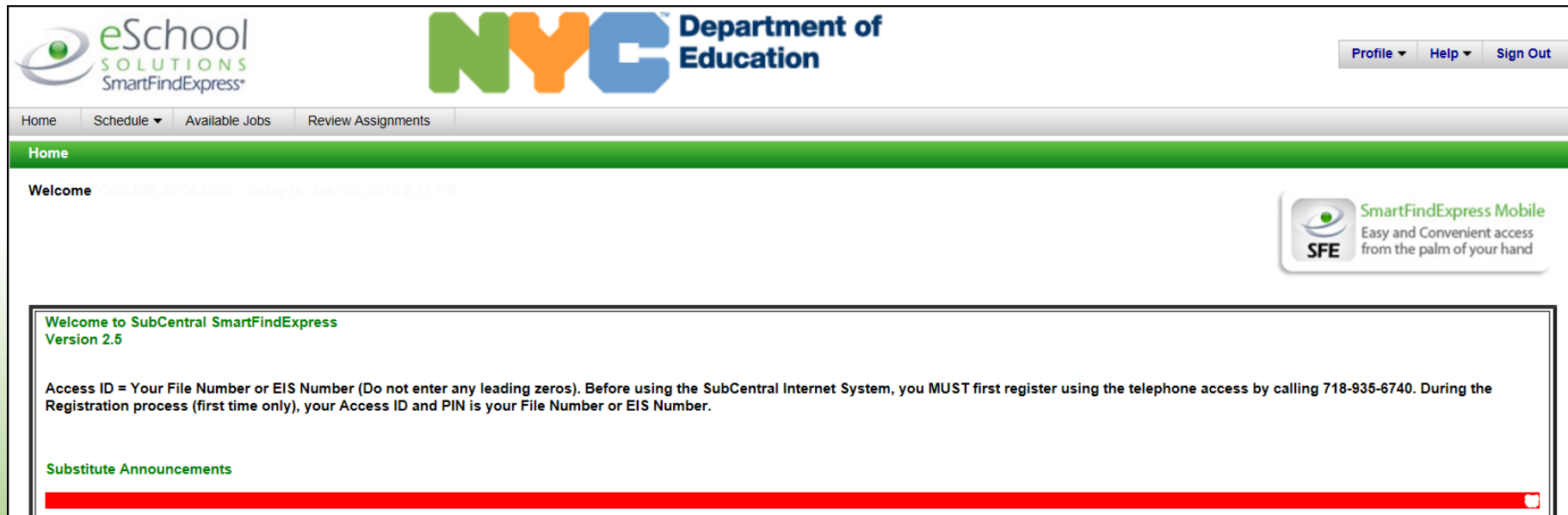
Trouble signing in?

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SmartFindExpress 2.5.0.10741

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 registration. 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 14 July 2015 2:11 PM

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

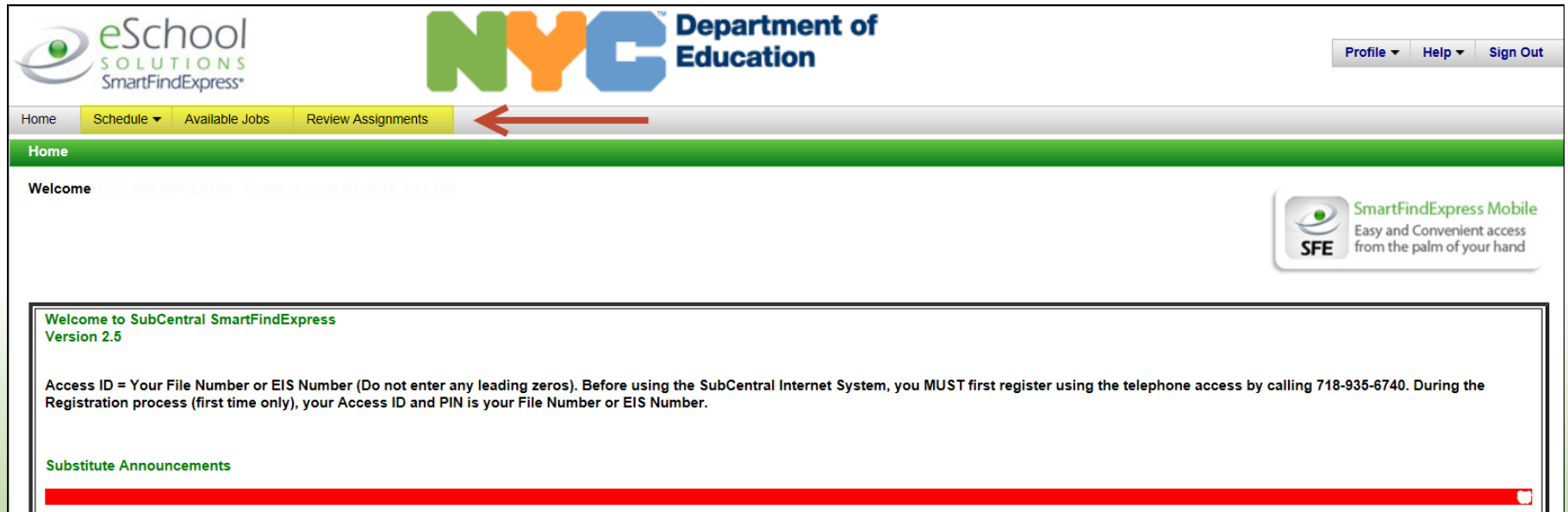
Welcome to SubCentral SmartFindExpress
Version 2.5



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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.




  [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

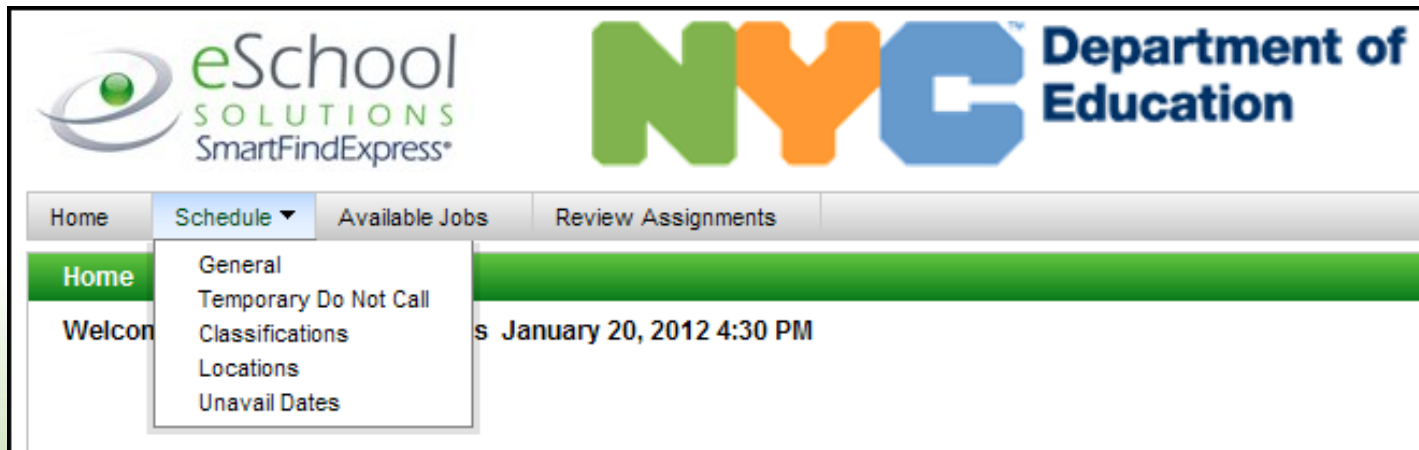
Welcome to SubCentral SmartFindExpress
Version 2.5

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, and at the top right is the NYC Department of Education logo. Below the logos is a navigation bar with tabs: Home, Schedule (selected), Available Jobs, and Review Assignments. A dropdown menu is open under the Schedule tab, listing: General, Temporary Do Not Call, Classifications, Locations, and Unavail Dates. Below the navigation bar, a green bar contains the text "Home", and a white bar contains the text "Welcome to eSchool SOLUTIONS SmartFindExpress 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.



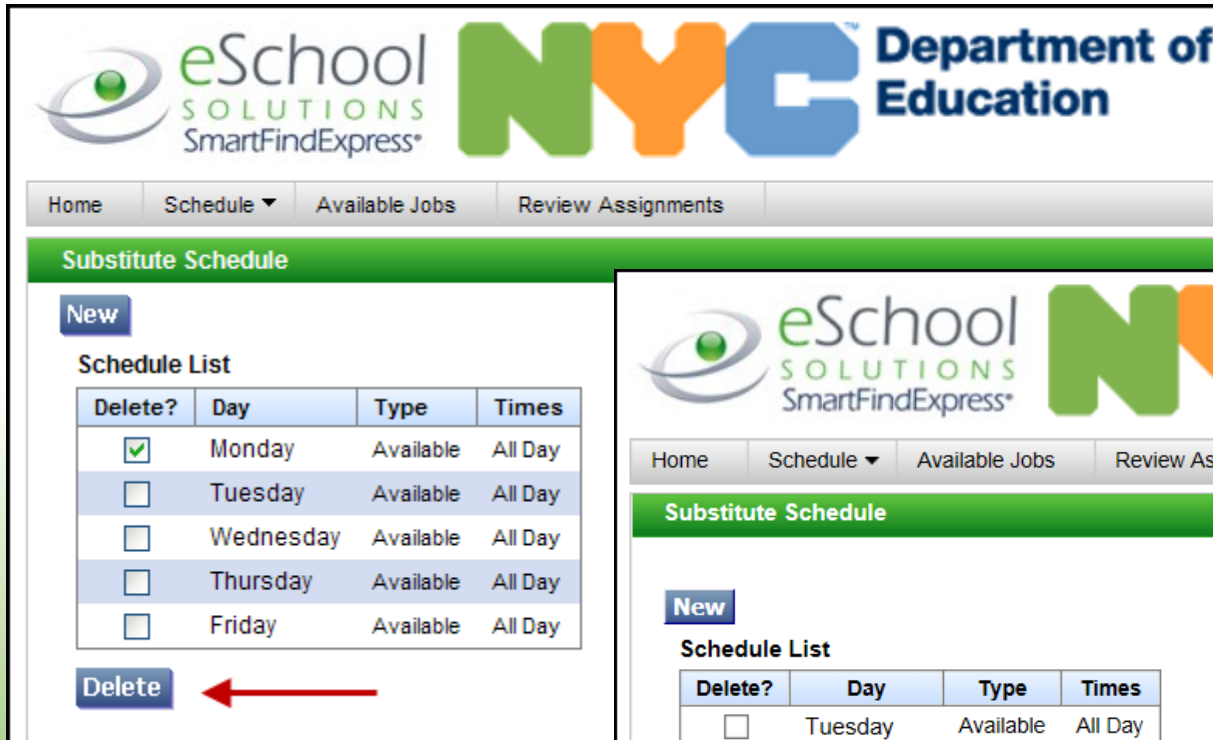
The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Schedule' dropdown menu is open, showing options: 'General', 'Temporary Do Not Call', 'Classifications', 'Locations', and 'Unavail Dates'. The 'General' option is selected. 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

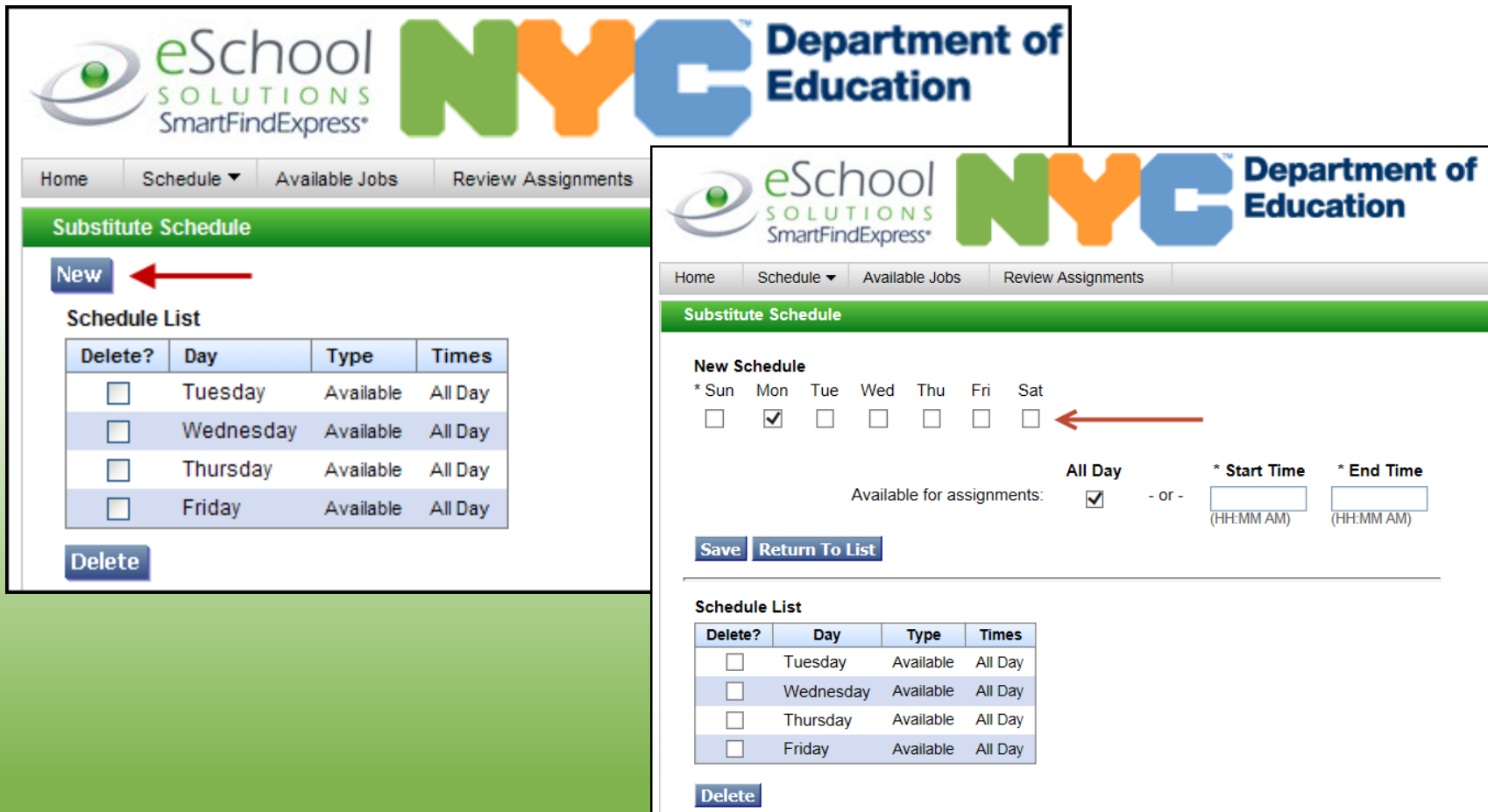
Schedule List

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.

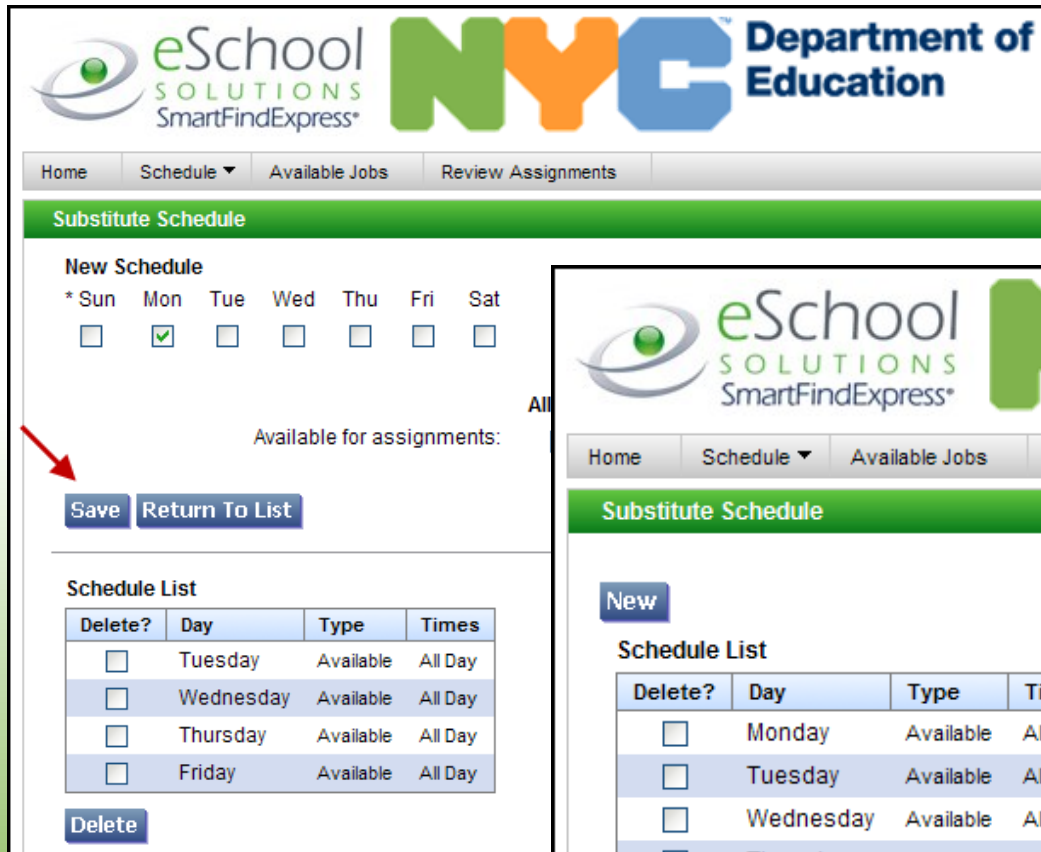


The screenshot shows the 'Substitute Schedule' interface. On the left, a 'New' button is highlighted with a red arrow. Below it is a 'Schedule List' table with columns for 'Delete?', 'Day', 'Type', and 'Times'. The table lists Tuesday, Wednesday, Thursday, and Friday, all with 'Available' type and 'All Day' times. A 'Delete' button is at the bottom left.

On the right, the 'New Schedule' form is shown. It has a 'Schedule List' table identical to the one on the left. Below the table, there are checkboxes for days of the week: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The 'Mon' checkbox is checked, and a red arrow points to the 'Sat' checkbox. Below the checkboxes, there are options for 'All Day' (checked), '* Start Time' (HH:MM AM), and '* End Time' (HH:MM AM). There are 'Save' and 'Return To List' buttons at the bottom.

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

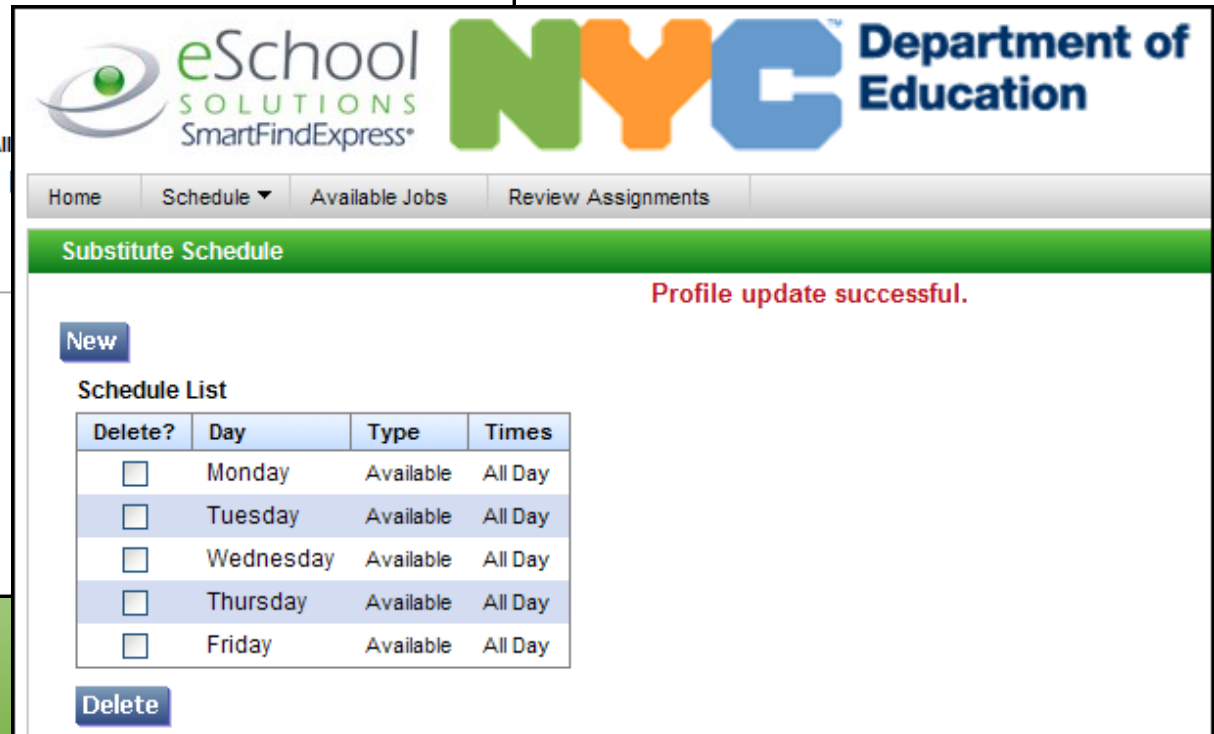
Available for assignments:

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

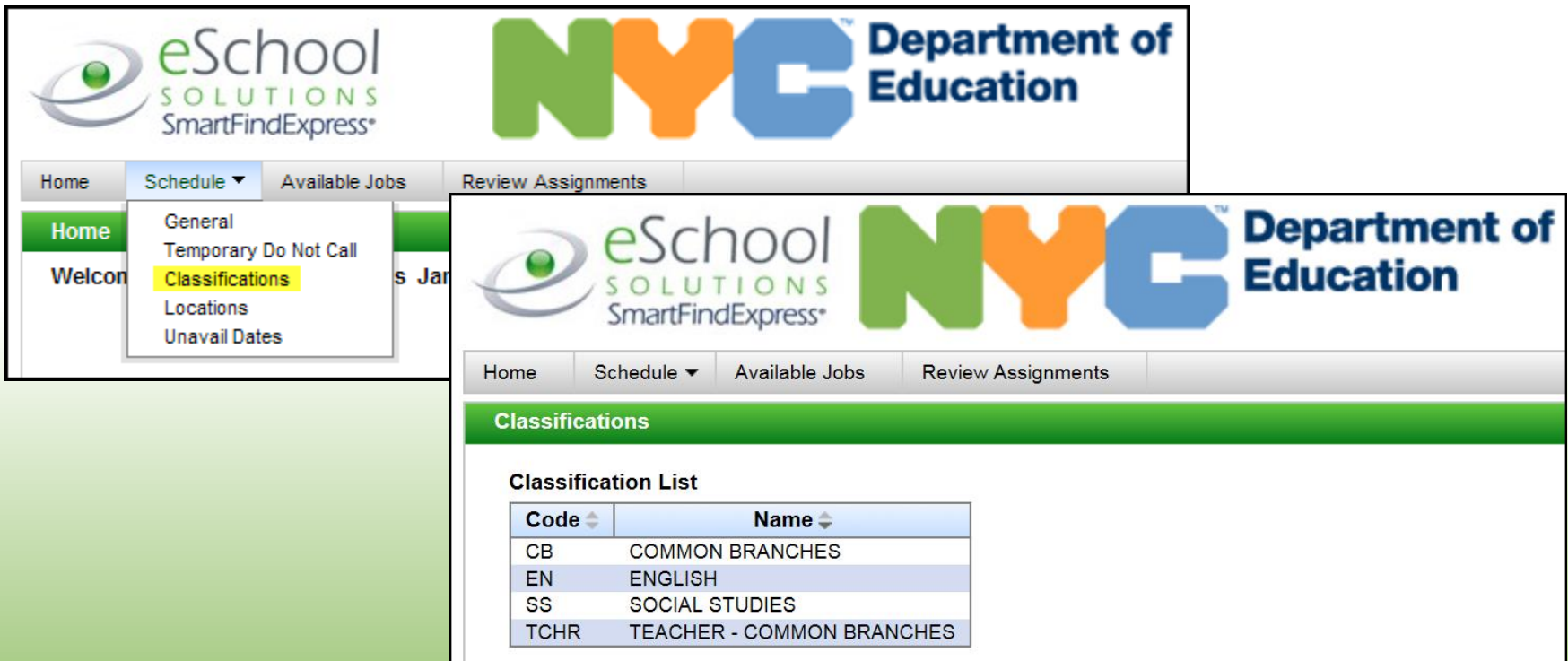
The Temporary Do Not Call feature is not available at this time. However, you may use this section to update the telephone number the system will use to contact you. Be sure to click Save to confirm your change.

The screenshot displays the eSchool SOLUTIONS SmartFindExpress web application interface. At the top, the eSchool SOLUTIONS SmartFindExpress logo and the NYC Department of Education logo are visible. Below the logos is a navigation menu 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 menu, the Profile section is visible, containing the following fields and labels:

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

Schedule Tab

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



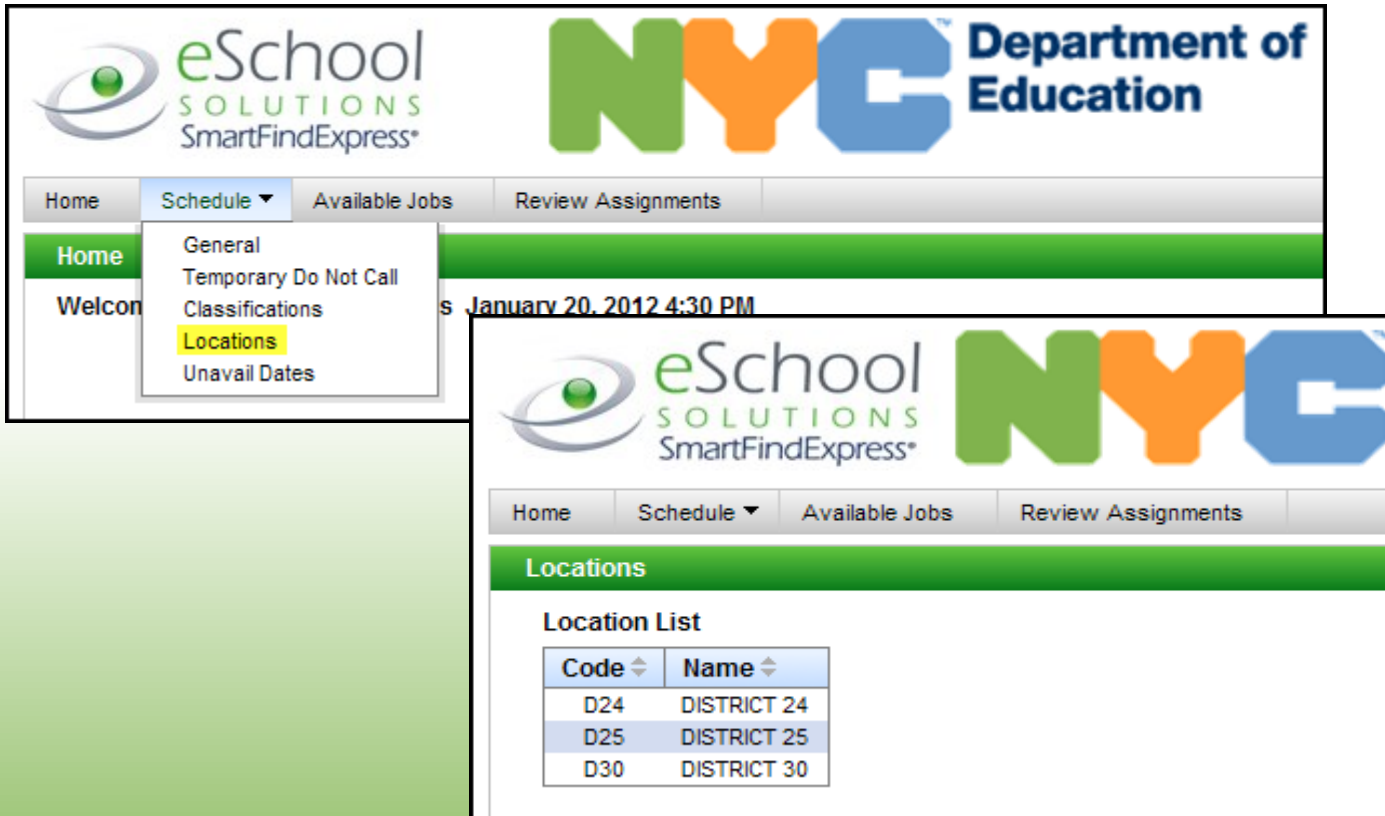
The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Schedule' menu is open, showing options: 'General', 'Temporary Do Not Call', 'Classifications' (highlighted), 'Locations', and 'Unavail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

Code	Name
CB	COMMON BRANCHES
EN	ENGLISH
SS	SOCIAL STUDIES
TCHR	TEACHER - COMMON BRANCHES

Note: Your classification list will contain Teacher-Common Branches (indicating that you are a substitute teacher), your area(s) of state certification/license (where applicable) and the major or minor subject area you indicated in your application.

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 page displays 'Welcome' and a timestamp 'January 20, 2012 4:30 PM'. The main content area is titled 'Locations' and contains a 'Location List' table.

Code	Name
D24	DISTRICT 24
D25	DISTRICT 25
D30	DISTRICT 30

Note: Your location list will contain the district of your nominating school and the one 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 screenshot displays the eSchool SOLUTIONS SmartFindExpress interface. The top navigation bar includes the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a menu with options: Home, Schedule (selected), Available Jobs, and Review Assignments. A dropdown menu for the Schedule tab is open, showing options: General, Temporary Do Not Call, Classifications, Locations, and Unavail Dates (highlighted in yellow). Below the navigation bar, the page content shows a green header for the Schedule tab, followed by a section titled "Unavailable Dates". A blue "New" button is visible in this section, with a red arrow pointing to it.

Schedule Tab

1. Update your Unavailable Date information by entering the dates or using the calendar icon in the Start and End areas of the Date Range section
2. 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
3. Be sure to click Save



Home Schedule Available Jobs Review Assignments

Unavailable Dates

New Unavailable Date

The Maximum # of consecutive Unavailable days Allowed is 60 days

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

* Date Range

Start: 
(MM/DD/YYYY)

End: 
(MM/DD/YYYY)

Call for future assignments

Save **Return To List**



Home Schedule Available Jobs Review Assignments

Unavailable Dates

Profile update successful.

New

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	03/13/2017	03/17/2017	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

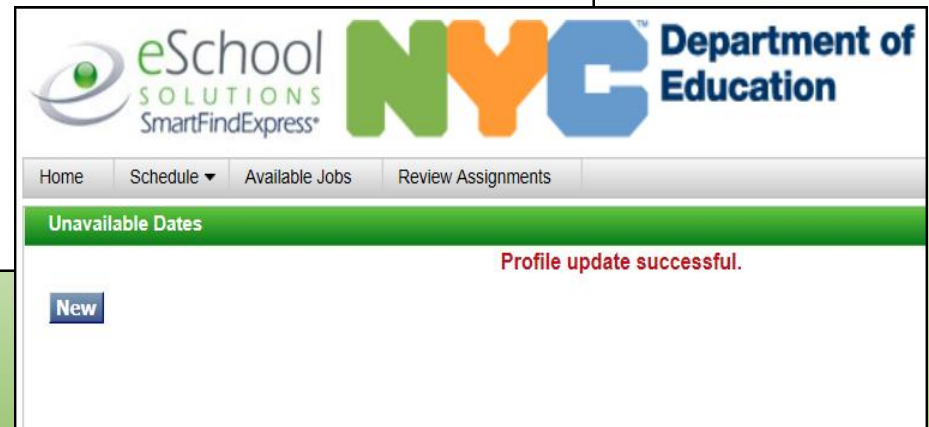
Unavailable Dates

New

Unavailable Date List

Delete?	Start Date	End Date	Start/End Time
<input checked="" type="checkbox"/>	<u>03/13/2017</u>	03/17/2017	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 teacher
with the New York City
Department of Education