

Registering for Smart Find Express

Before accessing the website, you must register yourself by telephone.

1. Call (734) 242-5356
2. Enter your Access ID followed by the * key (58000_____)
3. Enter your Access ID number again (58000_____) when it asks for your PIN followed by the * key
4. Record your name followed by the * key
5. Hear your call back number. Correct this if necessary
6. You will be asked to select a new pin number. Enter a pin number at least six digits in length followed by the * key.

Once you have completed the steps above, you can then enter an absence by phone or website.

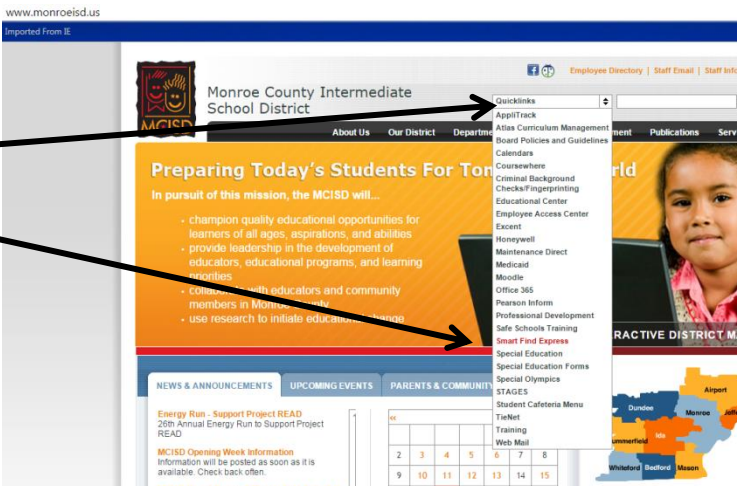
To Enter An Absence On The Website:

Go to the MCISD Website

Click on "Quick links"

Scroll down to "Smart Find Express"

Click on "Smart Find Express"



The screenshot shows the Monroe County Intermediate School District website. Arrows indicate the following steps: 1. Pointing to the URL 'www.monroeisd.us' at the top left. 2. Pointing to the 'Quicklinks' menu in the top right. 3. Pointing to the 'Smart Find Express' link in the main content area. 4. Pointing to the 'Smart Find Express' link in the bottom right sidebar.

User ID: 58000_____

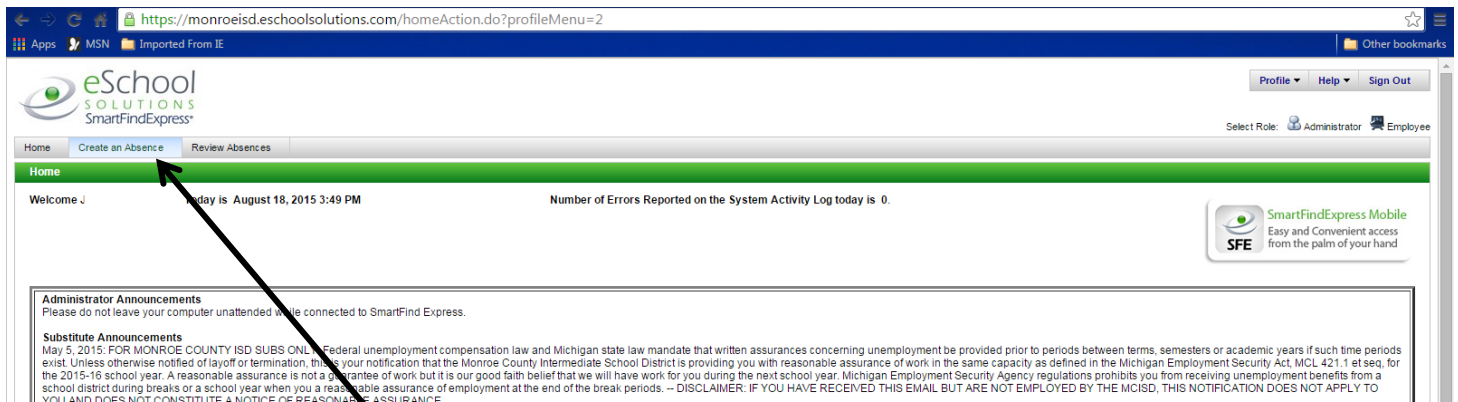
Password: (the pin # you created)

Click "Submit"



The image shows the SmartFindExpress login interface. On the left is a welcome message box with the following text: 'Welcome to the Monroe County SmartFindExpress', 'SFE PHONE NUMBER: 734-242-5356', 'SFE HELP DESK: 734-242-5799 X 1156 7:00 AM - 3:00 PM', 'IF YOU ARE A SUBSTITUTE: Your "User ID" is your seven digit phone number.', 'IF YOU ARE AN EMPLOYEE: Your "User ID" is your Employee ID number which was provided to you by your local district.', and 'For more information, please copy and paste this link into your browser: http://www.monroeisd.us/departments/hr/smartindexpress--substitute-employee-mgt-system.'. On the right is the eSchool SOLUTIONS SmartFindExpress logo and a login form with fields for 'User ID' and 'Password', a 'Submit' button, and a 'Trouble signing in?' link. Below the login form is a 'SmartFindExpress Mobile' logo with the text 'Easy and Convenient access from the palm of your hand'.

To Create an Absence



Click on the "Create an Absence"

Weekly Schedule	Start Time (hh:mm am)	End Time (hh:mm am)
Monday <input checked="" type="checkbox"/>	07:30 AM	03:30 PM
Tuesday <input checked="" type="checkbox"/>	07:30 AM	03:30 PM
Wednesday <input checked="" type="checkbox"/>	07:30 AM	03:30 PM
Thursday <input checked="" type="checkbox"/>	07:30 AM	03:30 PM
Friday <input checked="" type="checkbox"/>	07:30 AM	03:30 PM

Your location and classification will automatically appear. You will need to enter the reason:

- Deduct – 5
- Floating Holiday – 28
- Funeral – 7
- Inclement Weather – 31
- Jury – 8
- Personal Leave – 22 (Do NOT use Nec. Pers. Day)
- School Business – 13 (Do NOT use Conferences or Field Trips)
- Sick - 15 (Do NOT use Sick Family, FMLA or Sick Bank)
- Union Business – 17
- Vacation - 18

You will need to enter a start and end date. This can be completed by clicking on the little calendar.

Check the box to the day that you will be absent. Adjust the time if you do not want to use an entire day of absence.

Click on "Continue"

An Absence Confirmation will appear. Double check your date, time and reason for the absence before clicking on "Create Absence"