CALGARY CATHOLIC SCHOOL DISTRICT

Substitute Quick Reference Card

System Phone Number: 1-855-454-4001
Sub Placement Phone Number: 403-500-2704/403-500-2705

Write your Access ID here ____________________
Write your PIN here ________________________

Web Browser URL https://cssd.eschoolsolutions.com
OR District’s Intranet page – Quick Links Box – 3rd from bottom

Before any features are available, you must register with the telephone system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION - 1-855-454-4001

1. Enter your Access ID followed by the star (*) key.
2. Enter your Access ID again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your work schedule. If this information is incorrect, complete the registration and then contact your Help Desk to correct.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS – 1-855-454-4001

1. Enter your Access ID followed by the star (*) key
2. Enter your PIN followed by the star (*) key

MENU OPTIONS
3 – Review Work Locations and Job Descriptions
4 – Change PIN, Re-record Name
9 – Exit and hang-up

THE TELEPHONE SYSTEM CALLS DURING THESE TIMES:

<table>
<thead>
<tr>
<th></th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 6:00 am</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>6:00 - 9:00 pm</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>6:00 - 9:00 pm</td>
</tr>
</tbody>
</table>
The System Calls

HEAR THE JOB OFFER

1. PRESS 1 to Hear the job offer
   PRESS 2 to Set Temporary Do Not Call

2. If you pressed 1 to Hear the job offer
   PRESS 1 to Hear the job description
   PRESS 2 to Decline the Job (without hearing the description)

3. If you pressed 1 to Hear the job description
   PRESS 1 to Accept this job

   Record the Job Number. You are successfully assigned to the job.

   PRESS 2 to Repeat the job description
   PRESS 3 to Decline the job
   PRESS 1 to Accept

4. If you pressed 2 to Set Temporary DO Not Call, hear a time offered
   PRESS 1 to Accept the time offered
   PRESS 2 to Enter an earlier time in HH:MM format

HEAR THE CANCELLATION

1. Hear “This assignment has been cancelled” and the job information

2. PRESS 1 to Repeat the job information

REVIEW OF CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
   PRESS 1 to Hear assigned job information again
   PRESS 2 to Cancel this assigned job

2. If you pressed 2 to Cancel assignment
   PRESS 1 to Confirm cancellation (Enter cancellation reason followed by * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
   PRESS 1 to Repeat assignment
   PRESS 2 to Accept assignment
   PRESS 3 to Decline assignment

Change Your Callback Number

1. Hear the Callback telephone number
   PRESS 1 to Modify callback telephone number

2. Enter new telephone number followed by the star (*) key

To Change PIN or Re-Record Name

1. PRESS 1 to Change your PIN
   PRESS 2 to Change the recording of your name
WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN to https://cssd.eschoolsolutions.com
OR
District Intranet: https://staff.cssd.ab.ca, sign in using your district user ID and password, find Quick Links on the left side, 3rd from bottom for SmartFind Express, then sign in using your SmartFind Express Access ID and PIN.

PROFILE
Information
- Review profile status and address information.

Email
- Must remain as first name. last name@cssd.ab.ca

Change Password
- Enter your current PIN followed by a new PIN twice and click Save.

SCHEDULE
General
- Modify an Availability Schedule
  o Choose day or days of the week you want to delete by checking the boxes by that day and select the Delete button
  o Select the New Button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule: as outlined above

Temporary Do Not Call
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system

Classifications and Locations
- Review classifications and locations you have chosen – contact Sub Placement is you wish to make any changes

Unavail Dates Tab
- Create Unavailability Schedule
  o Select the New button
  o Enter Start and End Date Range (MM/DD/YYYY)
  o Select the All Day check box or enter the time range in HH:MM am or pm format
  o Select the Call for Future Assignments checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  o Select Save button

Available Jobs
Choose the Available Jobs link to view and accept assignments
SIGN OUT AND WEB BROWSER INFORMATION
At any time during the session, the Sign Out link can be selected to end the session and disconnect from SmartFind Express. Selecting the browser’s back button or going to another site on the Internet does not disconnect the session from SmartFind Express.

To ensure security and privacy of information, use the Sign Out link to disconnect from SmartFind Express, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

**Important Note:** Do NOT use the browser’s BACK button to navigate to screens.

*Navigation buttons are on the bottom of SmartFind Express screens, such as the Return to List and Continue buttons.*