

The SubCentral System for Substitutes

How To Search For 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. 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.

The image displays two separate log-in interfaces. On the left is the NYC Department of Education's SubCentral SmartFindExpress interface. It features the NYC logo at the top, followed by a welcome message and the version information "Version 2.5". Below this, there is a detailed text block explaining the Access ID requirement. On the right is the eSchool Solutions SmartFindExpress interface, which includes their logo, a photo of a smiling woman holding a clipboard, and a standard log-in form with fields for Access ID and Pin, a reCAPTCHA checkbox, and a "Submit" button. A red arrow points to the "I'm not a robot" checkbox on the eSchool form.

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.

eSchool SOLUTIONS SmartFindExpress®

Access ID

Pin

I'm not a robot

reCAPTCHA

Privacy - Terms

Submit

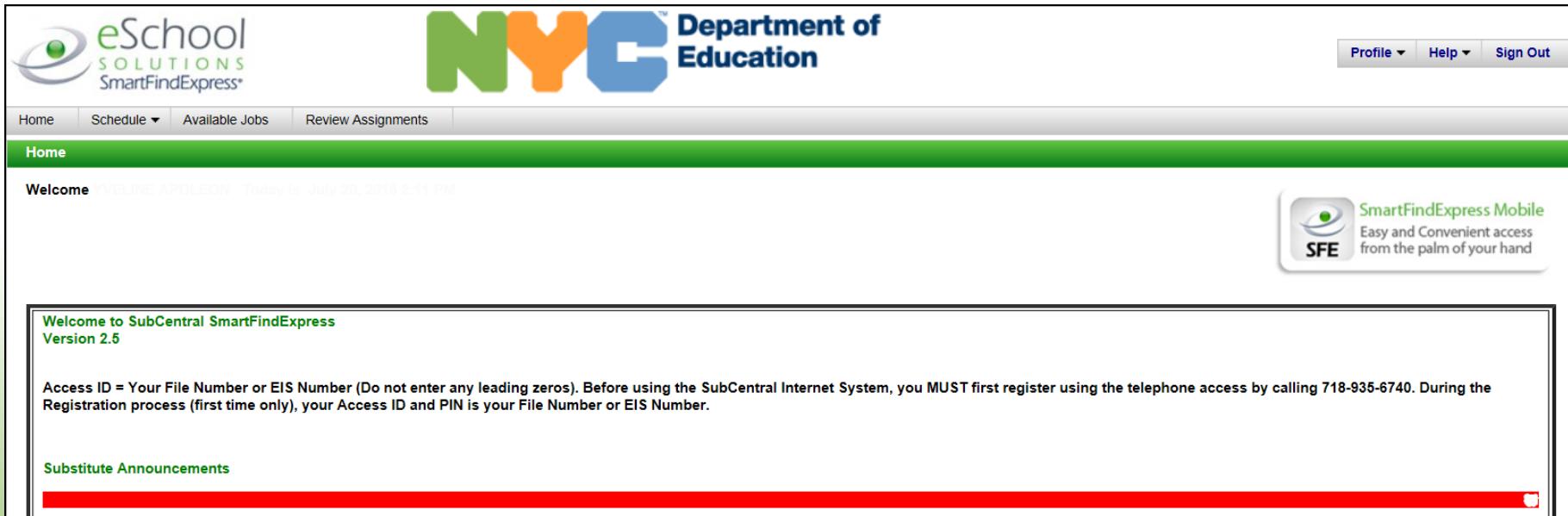
Trouble signing in?

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SmartFindExpress 2.5.0.10741

Home Page

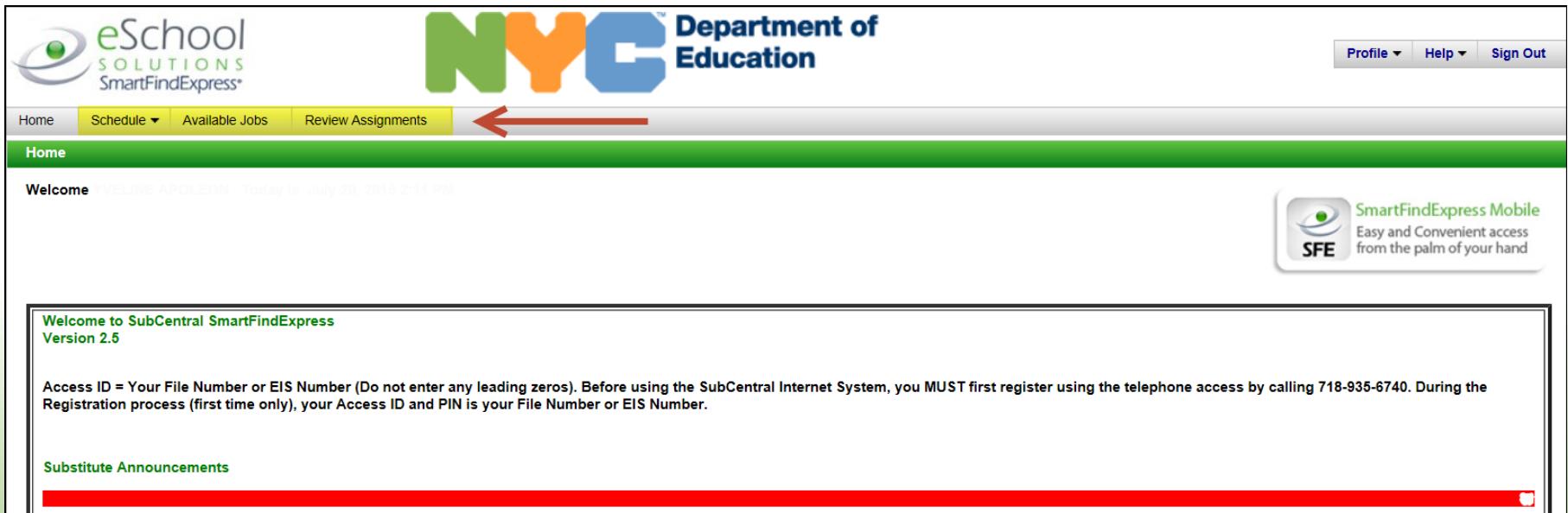
Your home page displays various tabs that allow you to navigate through the system, review your information and manage your profile. It also contains important announcements and information pertaining to your employment. Be sure to read your home page periodically.



The screenshot shows the NYC Department of Education's eSchool Solutions SmartFindExpress website. At the top left is the eSchool SOLUTIONS SmartFindExpress logo. In the center is the NYC Department of Education logo. At the top right are links for Profile, Help, and Sign Out. A navigation bar below the header includes Home, Schedule, Available Jobs, and Review Assignments. A green horizontal bar indicates the user is on the Home page. Below it, a message says "Welcome WILLINE APOLON Today is July 20, 2010 2:11 PM". To the right is a "SmartFindExpress Mobile" button with the text "Easy and Convenient access from the palm of your hand". A large text box in the center contains the message: "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." At the bottom left of this box is a link for "Substitute Announcements".

Home Page

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

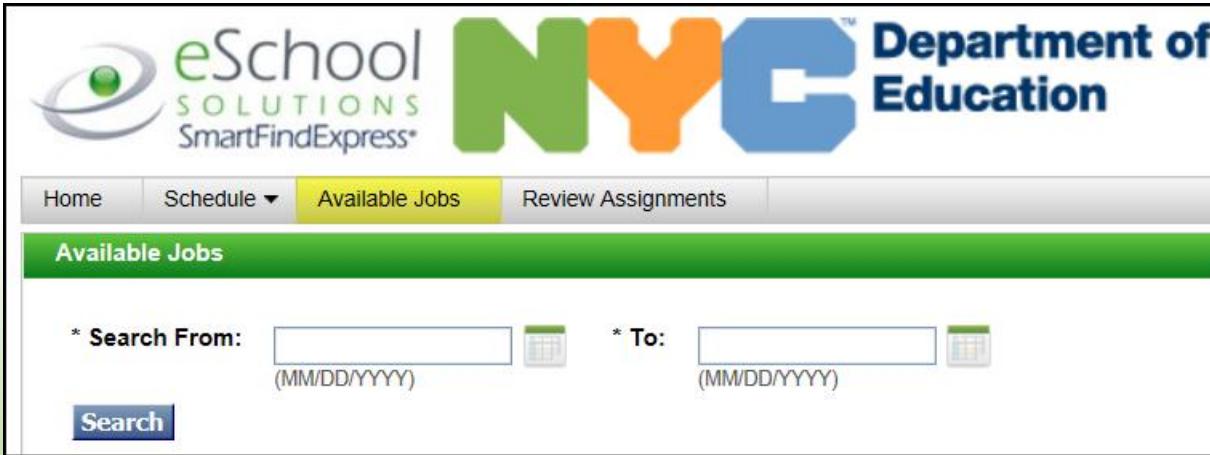


The screenshot shows the NYC Department of Education's SmartFindExpress website. At the top, there is a header with the NYC logo and the text "Department of Education". Below the header is a navigation bar with several tabs: "Home", "Schedule", "Available Jobs", and "Review Assignments". A red arrow points to the "Review Assignments" tab. To the right of the tabs are three links: "Profile", "Help", and "Sign Out". Below the navigation bar is a green header bar with the word "Home". Underneath the green bar, there is a welcome message: "Welcome" followed by a date and time ("Wednesday, August 20, 2014 2:43 PM"). To the right of this message is a "SmartFindExpress Mobile" section featuring a logo and the text "Easy and Convenient access from the palm of your hand". In the main content area, there is a box titled "Welcome to SubCentral SmartFindExpress Version 2.5". Inside this box, there is a note about Access ID and a link for "Substitute Announcements".

Available Jobs Tab

You are able to search for available jobs online at anytime.

Note: If you chose to search during scheduled callout periods you may not be able to accept an assignment that is being offered to another substitute until they have declined the job.

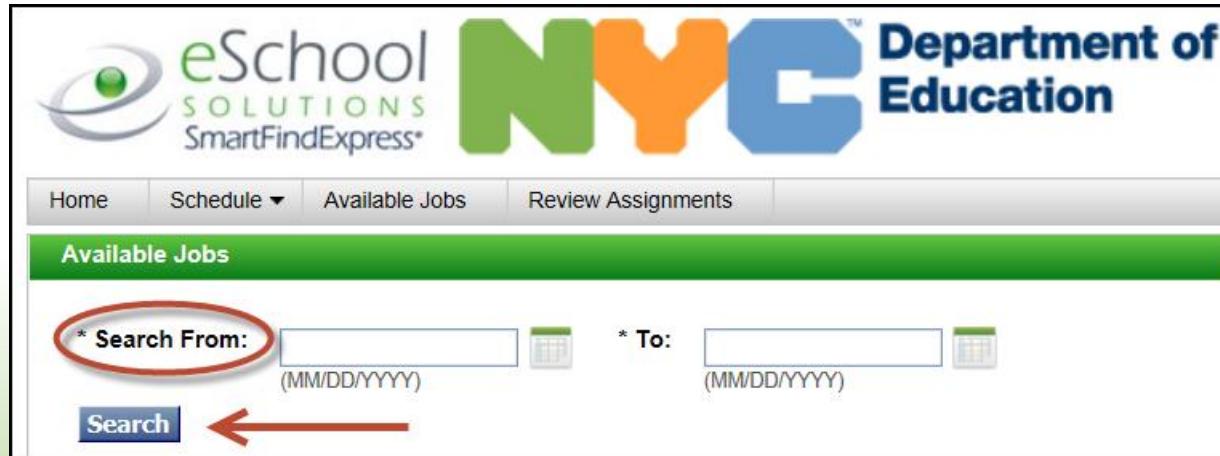


The screenshot shows a web-based application for job search. At the top, there is a header with the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a navigation bar with links for Home, Schedule, Available Jobs (which is highlighted in yellow), and Review Assignments. Below the header, a green bar indicates the 'Available Jobs' tab is active. The main content area contains two date input fields: one for 'Search From:' and one for 'To:', both with placeholder text '(MM/DD/YYYY)' and calendar icons. A blue 'Search' button is located below the date fields.

Note: There will be instances where there are no jobs displayed for the date range you entered. The system may not have jobs matching your profile location(s), classification(s), schedule or date range. Check back again at a later time or wait for the next callout period to allow the system to offer assignments via telephone.

Available Jobs Tab

Select the date or date range you are searching for (up to 30 days in advance) and click Search.



The screenshot shows the eSchool SOLUTIONS SmartFindExpress interface. At the top, there are four navigation links: Home, Schedule ▾, Available Jobs (which is highlighted in green), and Review Assignments. Below the navigation bar is a green header bar with the text "Available Jobs". Underneath the header, there are two date input fields: "Search From:" and "To:". The "Search From:" field is circled in red, and a red arrow points to the "Search" button below it. Both date fields have a "(MM/DD/YYYY)" placeholder. The "Search" button is blue with white text.

Available Jobs Tab

Click on the Details link to obtain more information regarding the desired assignment.



The screenshot shows a web-based application for managing assignments. At the top, there's a header with the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a navigation bar with links for Home, Schedule, Available Jobs (which is highlighted in green), and Review Assignments.

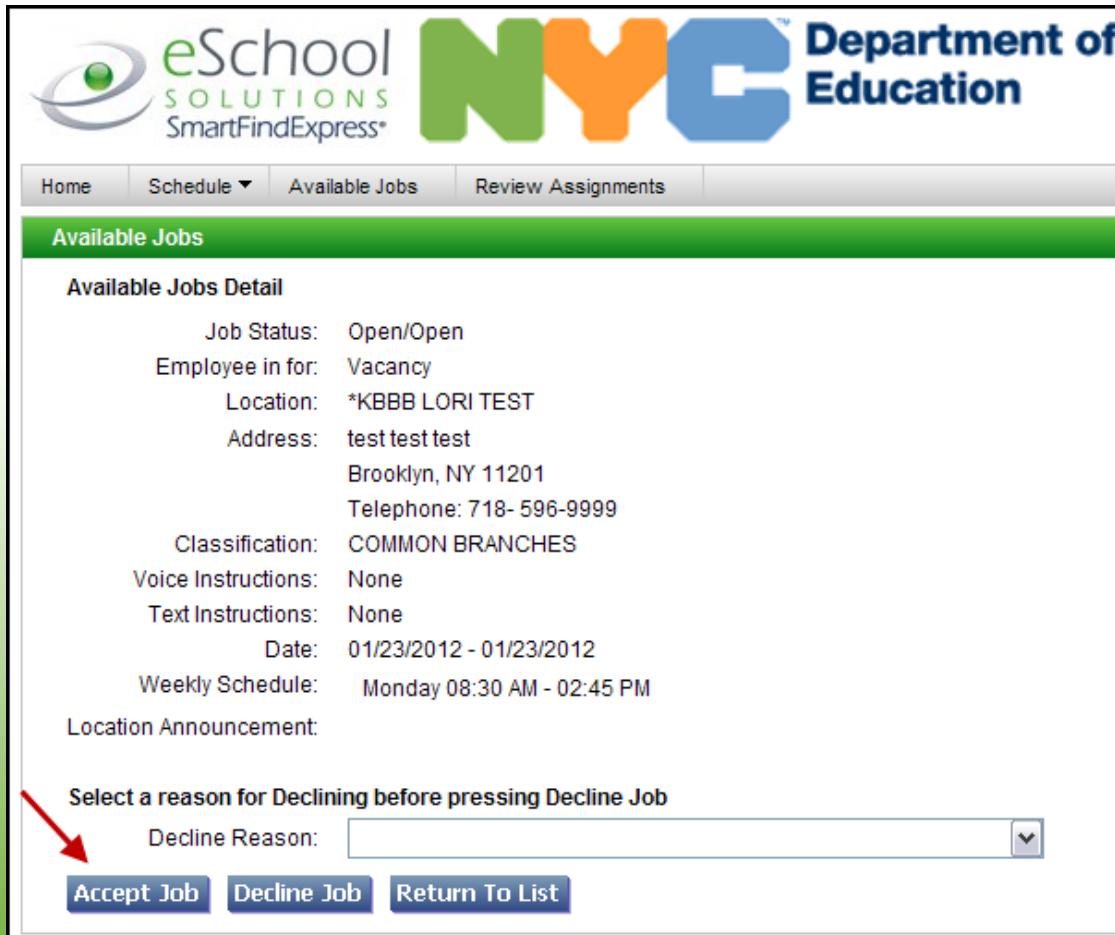
The main content area has a green header bar labeled "Available Jobs". Below it, there's a search form with fields for "Search From" (01/20/2012) and "To" (01/27/2012), both in MM/DD/YYYY format. A "Search" button is located below these fields.

A table follows, displaying assignment details:

Action	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days	Instructions Is Requested
Details	01/23/2012 08:30 AM 01/23/2012 02:45 PM	*KBBB LORI TEST COMMON BRANCHES	Vacancy Mon	None Yes

Available Jobs Tab

Review and make note of all information pertaining to the job.
If you chose to accept the assignment, click Accept Job.



The screenshot shows a web-based application interface for managing available jobs. At the top, there is a header with the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a navigation menu with links for Home, Schedule, Available Jobs (which is highlighted in green), and Review Assignments. Below the header, a green bar indicates the current section: "Available Jobs". Under this, the "Available Jobs Detail" section displays various job details:

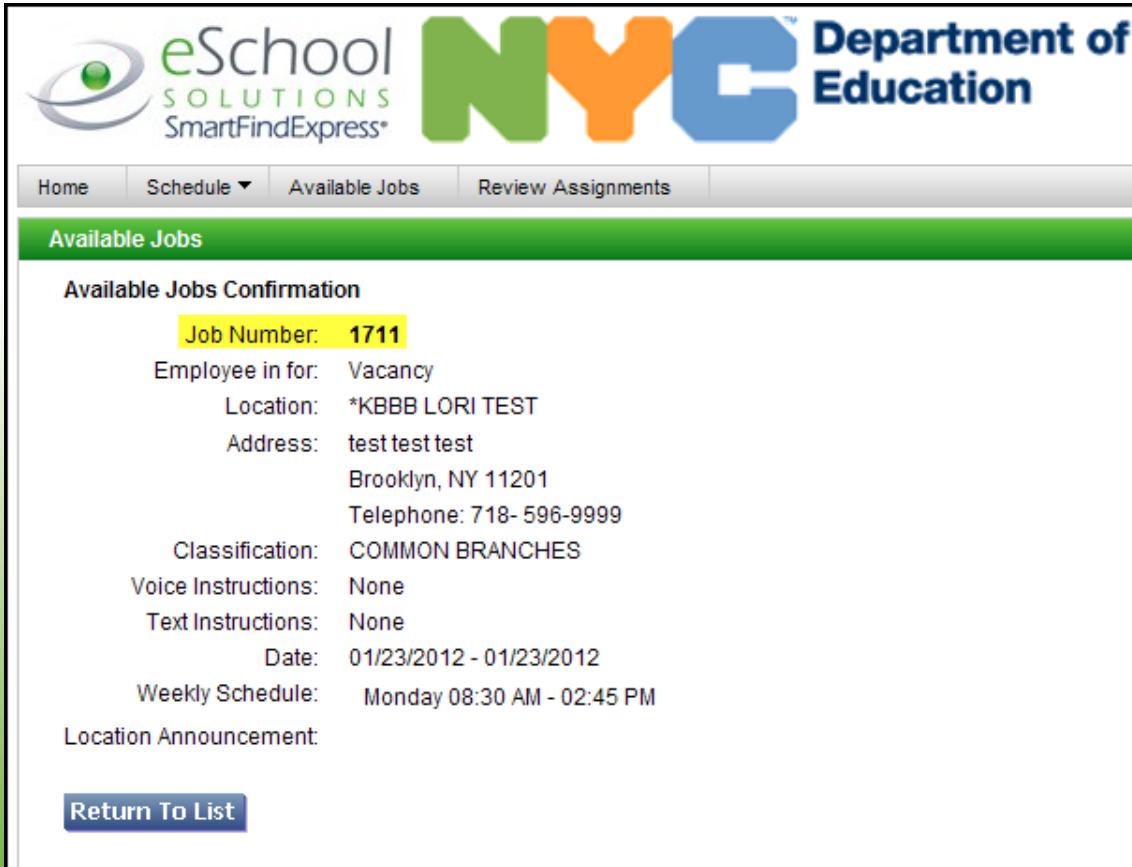
- Job Status: Open/Open
- Employee in for: Vacancy
- Location: *KBBB LORI TEST
- Address: test test test Brooklyn, NY 11201
- Telephone: 718- 596-9999
- Classification: COMMON BRANCHES
- Voice Instructions: None
- Text Instructions: None
- Date: 01/23/2012 - 01/23/2012
- Weekly Schedule: Monday 08:30 AM - 02:45 PM

Below these details, there is a section for "Location Announcement". Further down, a red arrow points to a dropdown menu labeled "Select a reason for Declining before pressing Decline Job". The dropdown menu is currently empty. At the bottom of the page, there are three buttons: "Accept Job" (highlighted in blue), "Decline Job", and "Return To List".

Available Jobs Tab

Once you have accepted the assignment you will obtain a Job Number.

Note: You are able to view information prior to accepting a job, however, the job is **NOT CONFIRMED** until you have been provided a **JOB NUMBER**.



The screenshot shows a web-based application for managing assignments. At the top, there is a header with the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and a navigation menu with links for Home, Schedule, Available Jobs (which is highlighted in green), and Review Assignments.

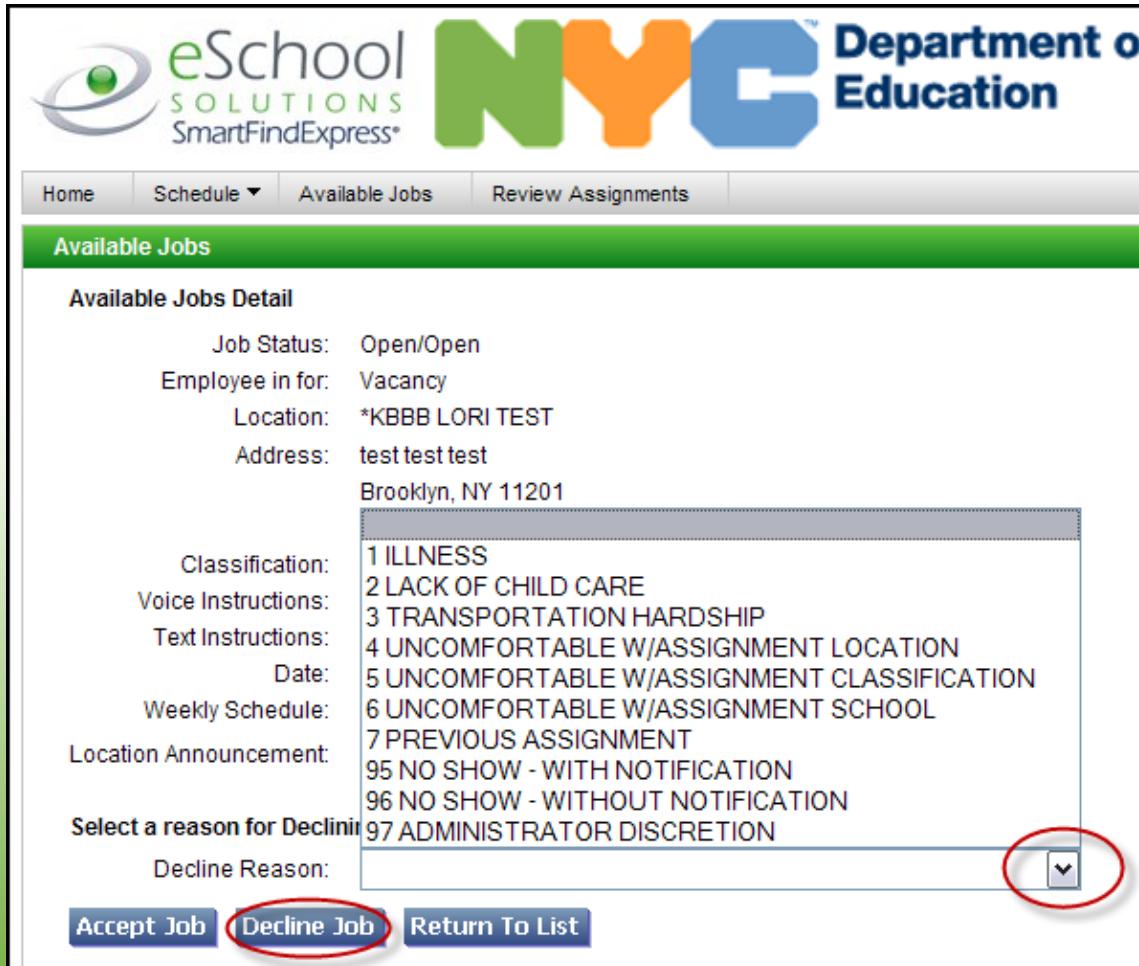
The main content area is titled "Available Jobs Confirmation". It displays the following job details:

- Job Number: **1711**
- 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
- Date: 01/23/2012 - 01/23/2012
- Weekly Schedule: Monday 08:30 AM - 02:45 PM
- Location Announcement:

At the bottom of the page is a blue button labeled "Return To List".

Available Jobs Tab

If you choose to decline, select a reason from the drop down menu then click Decline Job.



The screenshot shows the 'Available Jobs' section of the eSchool Solutions interface. At the top, the NYC Department of Education logo is displayed. Below it, a green header bar contains the title 'Available Jobs'. Underneath, a sub-header 'Available Jobs Detail' is shown. The main content area displays several job details:

- Job Status: Open/Open
- Employee in for: Vacancy
- Location: *KBBB LORI TEST
- Address: test test test Brooklyn, NY 11201

Below these details, there is a list of reasons for declining a job, presented as a dropdown menu. The options are:

- 1 ILLNESS
- 2 LACK OF CHILD CARE
- 3 TRANSPORTATION HARDSHIP
- 4 UNCOMFORTABLE W/ASSIGNMENT LOCATION
- 5 UNCOMFORTABLE W/ASSIGNMENT CLASSIFICATION
- 6 UNCOMFORTABLE W/ASSIGNMENT SCHOOL
- 7 PREVIOUS ASSIGNMENT
- 95 NO SHOW - WITH NOTIFICATION
- 96 NO SHOW - WITHOUT NOTIFICATION
- 97 ADMINISTRATOR DISCRETION

At the bottom of the page, there are three buttons: 'Accept Job', 'Decline Job', and 'Return To List'. The 'Decline Job' button is highlighted with a red oval, and a red circle with a downward arrow is placed over the dropdown menu's input field.

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