



## Substitute Employee Management System Information Sheet - 2020-2021

Teachers who wish to substitute at the following locations need to complete the contact information section of this form.

### ***SEMS Locations:***

Crooksville Exempted Village  
Northern Local Schools  
Muskingum Valley ESC School Age and Preschool Programs

### **Contact Information**

First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

**Primary Phone Number:**    \_\_\_ \_\_\_ \_\_\_ -- \_\_\_ \_\_\_ \_\_\_ -- \_\_\_ \_\_\_ \_\_\_

Your primary phone number should be the number you use most often to receive phone calls. The SEMS System will use this number to contact you. (*Note: your phone number minus the area code will also serve as your ID/ Access ID.*)

**Six Digit Pin Number:**    \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_

Your six-digit pin number is a random number you create. Please select a number you will easily remember and keep your number confidential.



**Substitute Quick Reference Card**

System Phone Number **740-342-3430** Help Desk Phone Number **740-342-3502**  
 Toll-Free System **877-279-2033** Toll-Free Help Desk **877-743-7201**

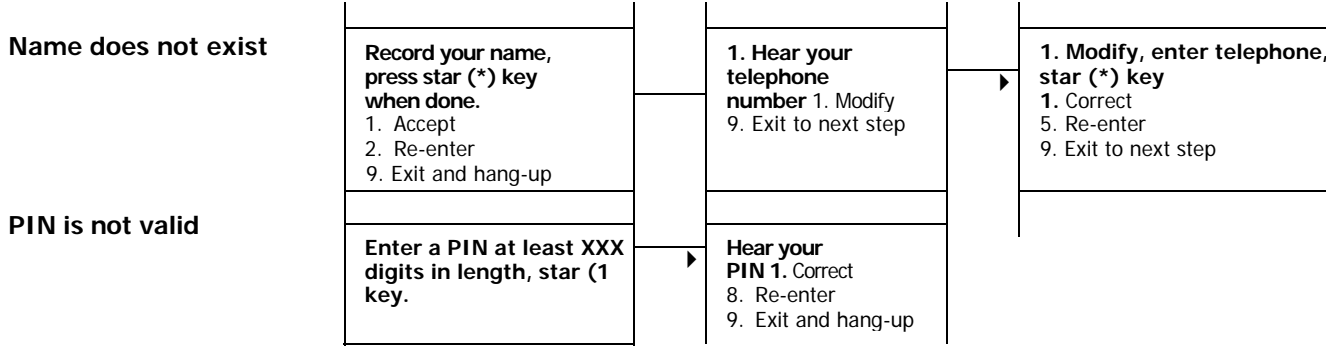
ID/Access ID **Use your 7 digit phone number** (without the area code) PIN must be **6 digits**

**System Calling Times**

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 a.m. Continues until jobs are 20% completed	5:00 - 10:00 p.m.
Saturday	None	None
Sunday	None	5:00 - 10:00 p.m.
Holidays	None	5:00 - 10:00 p.m.

**Substitute Call-in Registration** Enter ID/your Access ID, followed by star (\*) key.

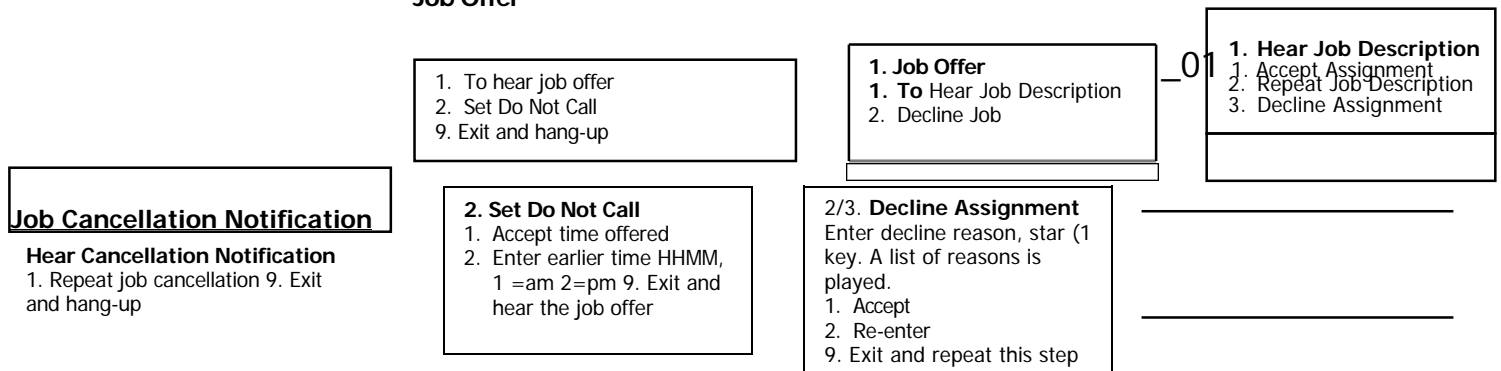
Enter your PIN, followed by star (\*) key. If you do not have a PIN, enter your ID/Access ID followed by the star (\*) key.



**System Call-Out (for Job Offers and Cancellation Notifications)**

Enter your ID/Access ID, followed by star (\*) key. Enter your PIN, followed by the star (\*) key, **or** Enter the star (\*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

**Job Offer**



## Substitute Call-in:

Enter ID/Access ID, followed by the star (\*) key, Enter PIN, followed by the star (\*) key, then listen to announcements.

1. Review or Cancel Assignments
2. Hear Available Jobs
3. Change your Callback Number
4. Review or Modify Do Not Call Times
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change your PIN or Re-record Name
9. Exit and hang-up

The Review / Cancel and Available Jobs list is played in job number order

You may enter as many Unavailable periods as needed

Each day of the week is played

- 10 1. Review/Cancel
  1. Repeat assignment
  2. Cancel assignment
  8. Hear next assignment
  9. Exit to menu options

2. Hear Available Jobs
  1. Repeat Assignment
  2. Accept assignment
  3. Decline assignment
  8. Hear next assignment
  9. Exit to menu options

3. Change callback number
  - Hear callback #
  1. Modify
  9. Exit to menu options

4. Do Not Call
  1. Enter a time
  2. Remove setting
  9. Exit to menu options

5. Unavailable Period
  1. Review or delete
  2. Add dates
  9. Exit to menu options

6. Daily Availability
  1. Review or delete
  2. Add time period
  3. Review or delete time period to not receive calls
  4. Add new time period to not receive calls
  9. Exit to menu options

7. Modify PIN or Re-record Name
  1. Modify PIN
  2. Change recording of name
  9. Exit to menu options

2. Cancel Assignment
  1. Accept cancellation
  - Enter cancellation reason, star (\*) key
  - A list of reasons is played
  - 9 Exit (Do not cancel)

- ▶ 2. Accept assignment - Hear job number
1. Repeat Job number
  8. Hear next assignment
  9. Exit to menu options

1. Modify callback #
- Enter number, star (\*) key

1. Enter a time
  1. Accept time offered
  2. Enter a time
  9. Exit to menu options

1. Review or delete
  - Hear unavailable date
  1. Delete
  8. Hear next
  9. Exit to menu options

2. Add dates
  - \* Enter start date (MMDDYY) Enter **0** end date (MMDDYY) Unavailable entire day?
    1. Yes
    2. Enter time

- 1/3. Review or delete Availability | No calls
  - Daily Availability will play
    1. Delete this day/time period's availability
    2. Hear next time period
  9. Exit to menu options

- 2/4. Add time period availability
  - Select day of week
    1. Monday thru Friday
    - 2-8 Sunday - Saturday
    - (2) Sunday, (3) Monday, etc.
  9. Exit to menu options

1. Change PIN
  - Enter new PIN followed by star (\*) key
  1. Correct
  8. Re-enter
  9. Exit to menu options

- Cancel reason
  1. Accept
  2. Re-enter
  9. Exit and hear next assignment
3. Decline Assignment - Enter Decline Reason, star (\*) key
  - A list of reasons is played
    1. Accept
    2. Re-enter
    9. Exit and hear next assignment

- New callback # played
  1. Correct
  2. Re-enter
  9. Exit to menu options

2. Enter time
  - Enter HHMM
  - 1=am
  - 2=pm

2. Enter Time
  - Start time (HHMM) End time (HHMM) 1=am 2=pm

- Receive Calls?
  1. Receive calls for future job offers
  2. Do not receive future calls 9. Exit (without saving unavailability period)

- 1-8 Selected day(s) of week
  1. All day
  2. Enter start and end time (HHMM)
    - 1=am
    - 2=pm

2. Change recording of Name
  - Record your name, press star (\*) key when done.
    1. Accept
    2. Re-record
    9. Exit to menu options

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**MUSKINGUM VALLEY ESC  
SUBSTITUTE BROWSER ACCESS**

**Browser Access Instructions**

Web Browser URL <https://muskingum.eschoolsolutions.com> Help Desk Phone Number **740-342-3502**

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**Sign In**

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your ID/Access ID and PIN. Review additional announcements on your home page, if any.

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**Profile Link**

Choose the Profile link to view and update your information.

**Profile Tab**

- **Change your Callback Number**

Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office

- **Add Temporary Do Not Call setting**

Enter a time in HH:MM am or pm format for the system to resume calling (The maximum is 24 hours from the current time)

**Schedule Tab**

- **Create a New Availability Schedule**

- Select *New* button
- Select *Save* button
- Select days of the week for the schedule by leaving boxes checked by that day
- Select the times you are available to work or do not want to be called. (Choose only one option)
  - Check box for all day or
  - Enter a start and end time range in HH:MM am or pm format
- Select *Save* button
- To Exit without saving changes, select the *Return to List* button

**Modify your Availability Schedule**

- Choose day or days of the week you want to delete by checking the boxes by that day
- Select the *Delete* button
- Select the *New* button to add a new day of week or time. Follow the steps for "Creating a New Availability Schedule" as outlined above.

**Delete an Availability Schedule**

- Select day(s) of the week you want to delete by checking the boxes by that day
- Select the *Delete* button

**Classifications and Locations Tab**

- Review classifications and locations you have chosen for possible assignments

**Unavail Dates Tab**

- **Create Unavailability Schedule**

- Select the *New* button
- Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
- Select the *All Day* check box or enter the time range in HH:MM am or pm format
- 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
- Select *Save* button

**Delete Unavailability Schedule**

- Place a checkmark in the desired date range box
- Select the *Delete* button

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**MUSKINGUM VALLEY ESC  
SUBSTITUTE BROWSER ACCESS**

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**Available Jobs Link**

Choose the Available Jobs link to view and accept assignments.

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data  
Press the *Search* button to display the list of jobs  
Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - Select the *Return to List* button to return to the job listing

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**Review Assignments**

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment

Follow these steps

Select format for Assignment display. List or Calendar  
view Search for assignments

- Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
- Enter a specific job number (date range will not be used)  
Press the *Search* button to display the list of assigned jobs Choose the *Job Number* link to view job details
- Select the *Return to List* button to review other jobs assigned to you
- Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull-down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment that has already started.