

**Pembina Trails School Division  
SmartFindExpress® (SFE) Substitute Quick Reference Guide  
2022-2023**

<b>System Phone Number</b>	<b>1.844.294.7616 (<i>Calls about assignments will come from this number</i>)</b>
<b>Web Browser URL</b>	<b>pembinatrails.sfe.powerschool.com</b>
<b>Help Desk</b>	<b>204.488.1767 Ext. 1236 (teachers) 204.488.1767 Ext. 1290 (non-teachers)</b>
<b>Access/User ID (employee #)</b>	<b>_____ PIN _____</b>

Email confirmation comes from [noreply\\_pembinatrails@sfe subsystem.com](mailto:noreply_pembinatrails@sfe subsystem.com)

**BEFORE ANY FEATURES CAN BE ACCESSED EITHER BY PHONE OR ONLINE, YOU MUST FIRST CALL THE SYSTEM TO REGISTER.**

**ONE TIME TELEPHONE REGISTRATION 1.844.294.7616**

1. Enter your **Access/User ID (employee #)** followed by the star (\*) key
2. When the system asks for your PIN enter your Access ID again followed by the star (\*) key
3. Record your name followed by the star (\*) key
4. Hear your callback number. Correct if necessary.
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. A PIN must be numeric and cannot start with zero.

**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

	<b>Today's Jobs</b>	<b>Future Jobs</b>
Weekdays	Starts 5:30 a.m.	5:00-10:00 p.m.
Saturday	None	None
Sunday	None	1:00 - 10:00 p.m.
Holidays	None	1:00 - 10:00 p.m.

SFE has a feature that is designed to “pause” a call to provide up to two minutes for a substitute to enter their Access ID and PIN. Pressing the **star (\*) key** will pause the call. To resume the call press any key. If no access ID is entered, the system will disconnect.

## DECLINE/CANCELLATION REASONS

- 01 Offered a full time position \*\*
- 02 Illness or medical appointment
- 04 Not comfortable with position
- 05 Poor weather conditions
- 06 Already booked in another school division
- 07 Don't accept half days
- 08 Only available for half day
- 09 Outside area of expertise
- 10 No transportation available
- 12 Job time conflicts with previously accepted job
- 13 Do not speak French
- 53 Personal

**\*\* if you have selected 01 Offered a full time position, remember to enter your subbing unavailability in your profile to prevent future calls**

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## ONLINE ACCESS SIGN IN INSTRUCTIONS


Open your browser and access the SmartFindExpress Sign In page at

**peminatrails.sfe.powerschool.com**. Review the messages to the left of the Sign In. Enter your Access ID and PIN and complete the Captcha.

User ID

Password

I'm not a robot

 reCAPTCHA  
Privacy - Terms

1. Enter Access/User ID
2. Enter PIN
3. Click "I'm not a robot"
  - a. If required, complete security puzzle
4. When green check mark appears click Submit

**Submit**

Review additional announcements on your home page, if any.

**Important Note:** Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the Return to List and Continue buttons.

## PROFILE

Choose the *Profile* link (top right corner) to view and update your information

### Profile Tab

- **Update Email** if your email is changing
- **Change Password** (online use) or your **PIN** (phone use)
- **Change your Callback Number**  
Enter the telephone number (including area code) where you can be

contacted by the system. Include the '1' (long distance indicator) and only if long distance. Do not enter dashes or spaces

### Schedule Tab

- **General - Create a new Availability Schedule**
  - Select *New* button
  - Select days of the week for the schedule by leaving boxes checked by that day
  - Select the times you are available to work
    - 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
  
- **General – Modify an existing Availability Schedule**
  - Check boxes for days you want to remove
  - Select *delete*
  
- **General – Add Do Not Call Setting**
  - Select *New*
  - Uncheck Available for Assignments
  - Beside *The System will NOT call*: Select the times you do not want to be called
    - Check box for all day or
    - Enter a start and end time range in HH:MM AM or PM
  - Select *Save*
  
- **Add Temporary Do Not Call setting**

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

### Classifications and Locations Tab

- Review classifications and locations you have in your profile
- To make changes to your classifications or locations please contact the SmartFindExpress Operator

### Unavailable 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

## AVAILABLE JOBS

If you are specified for an assignment you will see it in Available Jobs. 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 indicated that you will work at the location
- You are specified for the job

Follow these steps:

- Select the date range for your search entering 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 you are successful in accepting the job. **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 your job listings
  - Select the *Cancel Assignment* button to cancel an assignment.
  - Enter a reason for canceling from the drop down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started

## 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 show all assignments

- 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

## **SIGN OUT AND WEB BROWSER INFORMATION**

At any time during the session, the *Sign Out* link can be pressed to end the session and disconnect from SFE. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from SFE.

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

**Important Note:** Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SFE screens, such as the *Return to List* and *Continue* buttons.

## **TELEPHONE ACCESS INSTRUCTIONS**

### **WHEN THE SYSTEM CALLS**

**Calls about assignments will come from 1.844.294.7616**

#### **HEAR THE JOB OFFER**

1. **PRESS 1** to Hear the job offer  
**PRESS 2** to Set temporary Do Not Call  
**PRESS 9** to Exit and hang-up
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)  
Enter the decline reason from page 1 followed by the star (\*) key or wait for a list of reasons
3. If you **pressed 1** to Hear the job description  
**PRESS 1** to Accept this job  
**Record the Job Number and provide to the school when you sign in.**  
**PRESS 1** to Hear the job number again  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job  
Enter the decline reason from page 1 followed by the star (\*) key or wait for a list of reasons.

**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and repeat this step

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. Enter two digits for the hour and two digits for the minutes. Enter 1 for a.m. or 2 for p.m.  
**PRESS 9** to Exit and hear the job offer

### **HEAR THE CANCELLATION**

1. Hear "This assignment has been cancelled" and the job information
2. **PRESS 1** to Repeat the job information  
**PRESS 9** to Exit and hang-up

### **CALLING THE SYSTEM 1.844.294.7616**

### **MENU OPTIONS**

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

### **REVIEW OR CANCEL ASSIGNMENTS**

1. Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job  
**PRESS 8** to Hear another assigned job  
**PRESS 9** to Exit to menu options
2. If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation. Enter cancellation reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hear next assignment (job will not be cancelled)

## **HEAR AVAILABLE JOBS**

1. Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment  
**PRESS 8** to Hear next assignment  
**PRESS 9** to Exit to menu options
2. If you **pressed 2** to Accept assignment, hear the job assignment  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Hear next assignment  
**PRESS 9** to Exit to menu options
3. If you **pressed 3** to Decline assignment  
Enter decline reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hear next assignment

## **CHANGE YOUR CALLBACK NUMBER**

1. Hear the Callback telephone number  
**PRESS 1** to Modify callback telephone number  
**PRESS 9** to Exit to menu options (number will not be changed)
2. Enter new telephone number followed by the star (\*) key. Hear the new telephone number  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter the number  
**PRESS 9** to Exit to menu options

## **REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES**

1. Hear the temporary Do Not Call time  
**PRESS 1** to Enter a time  
**PRESS 2** to Delete this time  
**PRESS 9** to Exit to menu options
2. If you **pressed 1** to Enter a time, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 8** to Enter an earlier time in HH:MM format. Enter two digits for

the hour and two digits for the minutes. Enter 1 for a.m. or 2 for p.m.  
**PRESS 9** to Exit to menu options

### **REVIEW OR MODIFY UNAVAILABILITY DATES**

1. **PRESS 1** to Review or delete unavailability period  
**PRESS 2** to Add a new unavailability period  
**PRESS 9** to Exit to menu options
2. If you **pressed 1** to Review or delete, hear the unavailable period information  
**PRESS 1** to Delete this unavailability period  
**PRESS 2** to Hear the next unavailability period  
**PRESS 9** to Exit to menu options
3. If you **pressed 2** to Add dates; Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)  
Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)  
Indicate if you are unavailable all day  
**PRESS 1** for Yes  
**PRESS 2** to Enter time  
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for a.m. or 2 for p.m.  
Repeat procedure for End time  
Receive calls for future assignments during unavailable period  
**PRESS 1** to Receive calls for future jobs during this unavailability period  
**PRESS 2** if you do not want to receive calls for future jobs during this unavailability period  
**PRESS 9** to Exit and review or modify unavailability dates (without saving unavailability period)

### **REVIEW OR MODIFY DAILY AVAILABILITY**

1. **PRESS 1** to Review, delete, or hear a time period you are available to work  
**PRESS 2** to Enter a new time period you are available to work  
**PRESS 3** to Review or delete, hear a time period you should not be called  
**PRESS 4** to Enter a new time period you should not be called  
**PRESS 9** to Exit to menu options
2. If you **pressed 1** to review, delete or hear a time period when you are available to work, hear the day and time period in chronological order



**PRESS 1** to Delete this time period  
**PRESS 8** to Hear the next time period  
**PRESS 9** to Exit to review or modify daily availability

3. If you **pressed 2** to Enter a new time period you are available to work, or **pressed 4** to Enter a new time period you should not be called, select the day of the week  
**PRESS 1** for Monday thru Friday  
**PRESS 2 – 8** for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)

If you **pressed 1** thru **8**, enter a time  
**PRESS 1** for All day  
**PRESS 2** to Enter start and end time  
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for a.m. or 2 for p.m.

**PRESS 9** to Exit to review or modify daily availability (without saving changes)

### **TO CHANGE PIN OR RE-RECORD NAME**

1. **PRESS 1** to Change your PIN  
**PRESS 2** to Change the recording of your name  
**PRESS 9** to Exit to menu options
2. If you **pressed 1** to Change your PIN  
Enter a new PIN at least six (6) digits in length not starting with zero followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options
3. If you **pressed 2** to Change the recording of your name record your name; press the star key (\*) when finished  
**PRESS 1** to Accept  
**PRESS 2** to Re-record name  
**PRESS 9** to Exit to menu options



2022/2023 SCHOOL CALENDAR

No classes

**SEPTEMBER 2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labour Day	6 Metro Common Day DAY 1	7 First Day of Classes DAY 2	8	9	10
11	12 DAY 5	13 DAY 6	14 DAY 1	15 DAY 2	16 DAY 3	17
18	19 DAY 4	20 DAY 5	21 DAY 6	22 Strong Beginnings DAY 1	23 Strong Beginnings DAY 2	24
25	26 DAY 3	27 DAY 4	28 DAY 5	29 DAY 6	30 National Day for Truth & Reconciliation	

**OCTOBER 2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 DAY 1	4 DAY 2	5 DAY 3	6 DAY 4	7 Div. Common Day DAY 5	8
9	10 Thanksgiving Day	11 DAY 6	12 DAY 1	13 DAY 2	14 DAY 3	15
16	17 DAY 4	18 DAY 5	19 DAY 6	20 DAY 1	21 MTS PD Day DAY 2	22
23	24 DAY 3	25 DAY 4	26 DAY 5	27 DAY 6	28 DAY 1	29
30	31 DAY 2					

**NOVEMBER 2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 DAY 1	8 DAY 2	9 DAY 3	10 DAY 4	11 DAY 5	12
13	14 DAY 5	15 DAY 6	16 DAY 1	17 DAY 2	18 DAY 3	19
20	21 DAY 4	22 DAY 5	23 DAY 6	24 DAY 1	25 Div. Common Day DAY 2	26
27	28 DAY 3	29 DAY 4	30 DAY 5			

**DECEMBER 2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 DAY 2	6 DAY 3	7 DAY 4	8 DAY 5	9 DAY 6	10
11	12 DAY 1	13 DAY 2	14 DAY 3	15 DAY 4	16 DAY 5	17
18	19 DAY 6	20 DAY 1	21 DAY 2	22 Winter Break	23 Winter Break	24 Christmas Eve
25 Christmas Day	26 Boxing Day	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31

**JANUARY 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2 Winter Break	3 Winter Break	4 Winter Break	5	6	7
8	9 DAY 5	10 DAY 6	11 DAY 1	12 DAY 2	13 DAY 3	14
15	16 DAY 4	17 DAY 5	18 DAY 6	19 DAY 1	20 DAY 2	21
22	23 DAY 3	24 DAY 4	25 DAY 5	26 DAY 6	27 DAY 1	28
29	30 DAY 2	31 DAY 3				



2022/2023 SCHOOL CALENDAR

No classes

**FEBRUARY 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Semester 2 Begins DAY 1	7	8 DAY 4	9 DAY 5	10 Metro Common Day DAY 6	11
12	13 DAY 6	14 DAY 2	15 DAY 3	16 DAY 4	17 DAY 5	18
19	20 Louis Riel Day	21 DAY 5	22 DAY 6	23 DAY 1	24 DAY 2	25
26	27 DAY 3	28 DAY 4				

**MARCH 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 DAY 5	2 DAY 6	3 DAY 1	4
5	6 DAY 2	7 DAY 3	8 DAY 4	9 DAY 5	10 DAY 6	11
12	13 DAY 1	14 DAY 2	15 DAY 3	16 DAY 4	17 Metro Common Day DAY 5	18
19	20 DAY 6	21 DAY 1	22 DAY 2	23 DAY 3	24 DAY 4	25
26	27 Spring Break	28 Spring Break	29 Spring Break	30 Spring Break	31 Spring Break	

**APRIL 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 DAY 5	4 DAY 6	5 DAY 1	6 DAY 2	7 Good Friday	8
9	10 DAY 3	11 DAY 4	12 DAY 5	13 DAY 6	14 Metro Common Day DAY 1	15
16	17 DAY 2	18 DAY 3	19 DAY 4	20 DAY 5	21 DAY 6	22
23	24 DAY 1	25 DAY 2	26 DAY 3	27 DAY 4	28 DAY 5	29
30						

**MAY 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 DAY 6	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4	6
7	8 DAY 5	9 DAY 6	10 DAY 1	11 DAY 2	12 DAY 3	13
14	15 DAY 4	16 DAY 5	17 DAY 6	18 DAY 1	19 DAY 2	20
21	22 Victoria Day	23 DAY 3	24 DAY 4	25 DAY 5	26 DAY 6	27
28	29 DAY 1	30 DAY 2	31 DAY 3			

**JUNE 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 DAY 4	2 DAY 5	3
4	5 DAY 6	6 DAY 1	7 DAY 2	8 DAY 3	9 DAY 4	10
11	12 DAY 5	13 DAY 6	14 DAY 1	15 DAY 2	16 Div. Common Day DAY 3	17
18	19 DAY 4	20 DAY 5	21 DAY 6	22 DAY 1	23 DAY 2	24
25	26 DAY 3	27 DAY 4	28 DAY 5	29 DAY 6	30 Last Day of Classes DAY 1	

There will be two additional school designated Admin/PD days.

## Sign-In Procedures at the School

**Arrange to arrive at least 15 to 20 minutes before the start time of your job and report to the office.**

**Substitute teachers** - be prepared to provide your SmartFindExpress job number when you sign in. Confirm parking procedures and pick up sub plans from the secretary or designate when you arrive at the school. Check with the office as to the classroom timetable and specific procedures for handling any lates, absences, medical concerns or follow-up regarding misbehaviour of students. Complete the particulars to sign in as a substitute based on school protocol.

Be prepared. Know your emergency lesson plans and be ready to teach. Be prepared to draw on your own resources as required. Review the fire and alarm procedures.

Have books, equipment, materials and supplies available and accessible. If you have to check attendance and other tasks requiring special forms, place them orderly on the desk for immediate use. This should be done before class begins.

If a one-day assignment, write a brief summary of your work to be provided to the regular incumbent. In your summary, comment on how well the students in your class worked and cooperated with you and other students. List activities that you did and did NOT finish. Leave manuals, lesson plans and summary in the teacher's desk drawer.

Complete all necessary items to finish the housekeeping chores.

**Substitute EAs, Library Techs and Secretaries** – be prepared to provide your SmartFindExpress job number when you sign in. Review the fire and alarm procedures and confirm your schedule for the day. It is also advisable to check to see if there are any special assignments or duties you will be responsible for. Check to see if there are any students with special needs in the class.

**Report to the classroom no later than 10 minutes before students arrive.**

## Sign-Out Procedures

Check in at the office to finish any final administrative tasks and to determine if you are needed the next day.

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Please refer to the Substitute Teacher Handbook or the Substitute EA Handbook for more information. These documents are available on the Pembina Trails website through links on the Sign In/Staff/Staff Links page.