

PROFILE MAINTENANCE

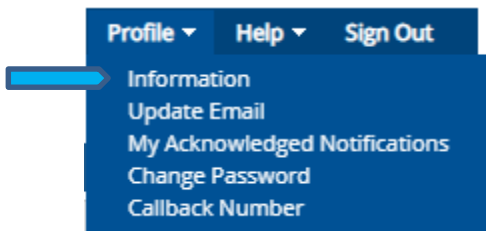
Main Screen:



Profile ▾ Help ▾ Sign Out

Home Schedule ▾ Review Assignments July 15, 2019, 1:36 PM

Information: This is your information provided by the District for profile creation.



Profile

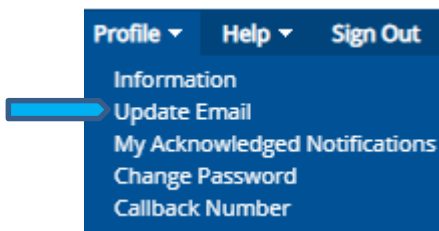
Profile

Status: Active/Registered

Address: P.O. Box 4754
6820 Thompson Raod
Syracuse NY 13221

Update Email: It is your responsibility to update your email. All email notices will be generated by the system and sent to this address. Emails notifications are listed.

Substitute	Employee
Job Acceptance	Job Creation
Job Cancellation – system will also call	Job Cancellation
Job Modification – any changes, documents or instructions added, change of times.	
Reminder - 3 days prior to assignment a reminder is sent as the system fills jobs for the entire school year	



E-mail

Email

Email: subservice@ocmboces.org

New email:

Re-enter email:

Save

Change Password: Your PIN number can be changed as often as you would like.

Note: Your Access ID will always remain the same, even if you change roles within the system.

Change Password

Change Password

Phone Password (PIN)

Current:

New:
Numeric up to 9 digits

Confirm New:

Save

Call Back Number: This will only appear on the substitute profile. This phone number is used by the system to offer jobs. This number can be changed as often as you would like.

Also under this tab is the:

Do Not Call Unit: This feature allows you to enter a time (end of call-out period) if you do not want the system to call for a specific period of time. This is a temporary Do Not Call and will expire after the time entered.

Block Phone Calls: If you want to be pre-arranged only, checking this box will stop the system from placing calls.

Home Schedule Review Assignments

Profile

Call Back #:

Do Not Call Until: (hh:mm am)

Note Enter a time that is up to 4 hours from now. If a time is not entered, you will be called during regular calling periods.

Block phone calls from Smartfind Express

Note: you will not receive any calls from SmartFind until the parameter is turned back OFF

Save