

WELCOME SCREEN

I have highlighted some of the features, if you are using the internet, starting with the look of the Welcome Screen where you will Log In.

Welcome to the OCM BOCES Automated Substitute Call-In Service. Please note that users are responsible for checking their profiles for accuracy. Please notify your district(s) if you have any questions or concerns.

Register with the OCM BOCES Sub Service by calling 315-433-2640.

Please REVIEW your profile to make sure that it is accurate.

If you have questions, please feel free to email the system operator at subservice@ocmboces.org.

eSchool SOLUTIONS SmartFindExpress®

Access ID
Pin
Submit
Trouble signing in?

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

HOME PAGE

The menus are located across the top of the screen –

eSchool SOLUTIONS SmartFindExpress®

OCMBOCES
Committed to Your Success

Profile Help Sign Out

Home Schedule Review Assignments

Home

Welcome DAVID (SUBSTITUTE) CIRILLO Today is August 4, 2015 11:39 AM

SmartFindExpress Mobile
Easy and Convenient access from the palm of your hand

PLEASE REVIEW YOUR PROFILE AND SCHEDULE FOR ACCURACY

If you have questions, please call your District Representative or the Building Secretary for assistance.

PLEASE check the the calendar of the District you are substituting in for holiday and school breaks.

Substitute Announcements
Please note the date, time and location of the job being offered as our system books jobs through the end of the school year.

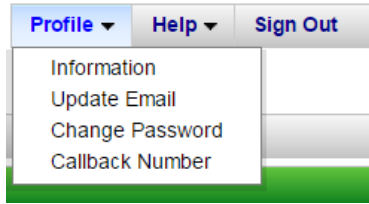
If you have multiple roles in the system such as an Employee and Substitute, you will be able to select the role you need at the top right side of the screen just below the Profile, Help, and Sign Out options -

Profile Help Sign Out

Select Role: Employee Substitute

PROFILE MENU

Located at the top right side of the screen –

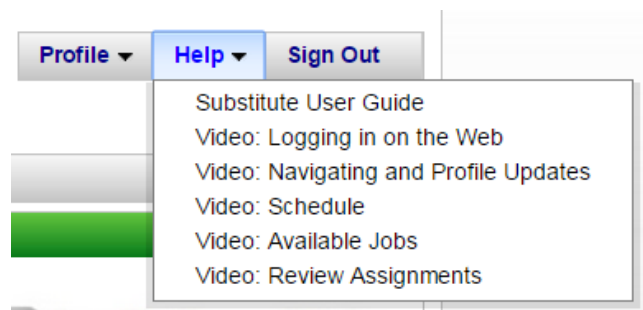


This menu allows you to:

- Information
View your status and the address we have on file for your profile
- Update Email
View and modify the email address in your profile (please note your email is important and will enable the system to send confirming emails to you).
- Change your Password
This is where you can change your password (PIN) that you created at registration.
- Change your Callback Number
This is where you can change the phone number the system will call to offer you jobs. The system will only offer jobs via the telephone. There are two call-out periods. Starting at 5:30 a.m. for jobs that occur that day and starting at 6 p.m. to 10 p.m. for any jobs created that occur through the end of the school year.

HELP MENU

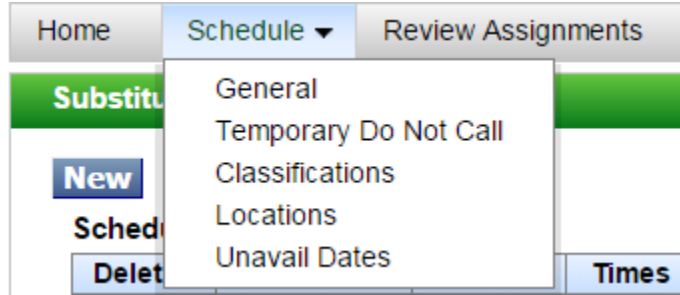
Located next to the Profile Menu provides you with access to a Substitute User Guide provided by eSchool. You can also elect to view eSchool training videos to assist you in navigating the system. PLEASE NOTE: OCM BOCES Automated Substitute Call-In Service does not use all the features available. Specifically the Available Jobs option.



SIGN OUT

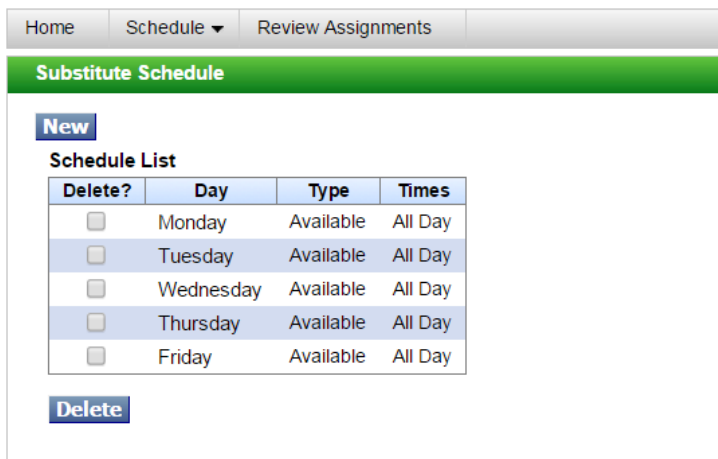
This is used to sign off the system when you are done.

TASK BAR



The grey menu bar is your task bar. Use the Schedule option for reviewing, modifying and updating your profile.

GENERAL



This is where your schedule appears. It is your permanent schedule. Indicates when you are available for jobs and if there are any restrictions for calls. The blue New button allows you to modify your days and times for calling.

When making changes, select only the days that you want to change. If you want removed Friday from the days you are available, check that box and select “Delete”. If you want to add Friday as a work day, use “New” and only select the Friday option. Once you save the change Friday will appear on the Schedule List.

TEMPORARY DO NOT CALL

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.

[Save](#)

Substitutes can enter a time up to four (4) hours from “now” to stop the system from calling. Please note format for entering time. This will prevent calls during times that you do not want the system to call you. This will expire after the duration entered. You can also change your call back number using this option.

CLASSIFICATIONS

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Classifications

Classification List

Code	Name
85120	APW - GRADE 1
85125	APW - GRADE 2
85130	APW - GRADE 3
85135	APW - GRADE 4
85140	APW - GRADE 5
85145	APW - GRADE 6
85150	APW - HEALTH EDUCATION
850000	APW - INSTRUCTIONAL
28120	MEXICO - GRADE 1
28125	MEXICO - GRADE 2
28130	MEXICO - GRADE 3
28135	MEXICO - GRADE 4
28140	MEXICO - GRADE 5
28145	MEXICO - GRADE 6
28150	MEXICO - HEALTH EDUCATION
280000	MEXICO - INSTRUCTIONAL
28155	MEXICO - KINDERGARTEN
280001	MEXICO - NON-INSTRUCTIONAL

This is a list of all Classifications that a District has approved you to substitute. Please note: APW and Mexico both have Instructional listed. This substitute will be called for any instructional positions; Mexico also has Non-Instructional as an option so for Mexico this sub will be called for any Non-Instructional position.

These can only be changed at the request of the District by the OCM BOCES System Operator.

LOCATION LIST

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Locations

Location List

Code ↕	Name ↕
851201	APW - JR HIGH SCHOOL (7-8)
851301	APW - SR HIGH SCHOOL (9-12)
281001	MEXICO - MEXICO ELEMENTARY
281002	MEXICO - NEW HAVEN ELEMENTARY
281003	MEXICO - PALERMO ELEMENTARY
282001	MEXICO - MIDDLE SCHOOL
283001	MEXICO - HIGH SCHOOL

The building a substitute can work in will either be listed individually or as a group (APW Central School District) or as a group level (Mexico Elementary Schools). These can only be changed at the request of the District by the OCM BOCES System Operator.

UNAVAILABLE DATES


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Unavailable Dates


New Unavailable Date

Note: Times apply to every unavailable day in the date range.

* **Date Range** * **Time** All Day

Start:  - or -

(MM/DD/YYYY) (HH:MM AM)

End: 

(MM/DD/YYYY) (HH:MM AM)

Call for future assignments

[Save](#) [Return To List](#)

UNAVAILABLE DATES (continued)

Delete?	Start Date	End Date	Start/End Time
<input type="checkbox"/>	01/01/2016	02/17/2016	All Day

The substitute can enter unavailable dates. These dates can be entered multiple ways. Unavailable dates expire once the end date is reached. During the Unavailable Date Range, the substitute will not be available for pre-arranging by a district. The Unavailable Date Range is a temporary setting, unlike General – Substitute Schedule which is permanent change. You can create many Unavailable Date Ranges at the same time. Use the blue Delete option if you want to remove the current or future Unavailable Date Range.

A substitute may want to be unavailable for the same part of the day (mornings for three weeks). The substitute can enter the date range and then the times. The system will only call for jobs that occur during the hours the substitute is available (half day afternoon jobs).

Unavailable – call for future assignments.

If a substitute is unavailable for a range of dates but will accept evening calls for jobs that occur after the return date. When entering this unavailable date range, the substitute must check the call for future assignment box. (used for “snow birds”, if a substitute travels in the winter but wants to plan their schedule for when they come back; also frequently used for college students – creating unavailable dates for when they are at school, but accepting calls so they can work when they are home on break.)

Unavailable – do not call.


If you do not check the call for future box, the system will not call you during this date range.


REVIEW ABSENCES

Home Schedule ▾ Review Assignments

Review Assignments

Display Format: List Calendar

Search From: 
(MM/DD/YYYY)

To: 
(MM/DD/YYYY)

Job Number: **Note: Search by job number will not use the date range**

Substitutes can use this feature to create a list or calendar of past or future jobs. Select a date range – one day, up to five years in the past or through the current school year – and all jobs will be listed. You can use the job number (hyperlink) to get details of the job(s).

The system will not call you for any jobs that occur on days that you are scheduled in the system.

SPECIFYING OR PREARRANGE

The system will allow employees to specify or pre-arrange a substitute. The system will call the specified substitute (and only the specified substitute) up to three days before the start of the job, then the specified substitute will be called first and the system will move on to the substitute sub pool. If the job is not filled, the specified substitute will remain in the calling list.

Substitutes can also be pre-arranged. This is when an employee has made prior arrangements with the substitute for a job. No phone calls or emails will be made to the pre-arranged substitute. The substitute is responsible to Review Absences to see if there are any special instructions or attached documents.

SUBSTITUTE INSTRUCTIONS

Employees can add substitute instructions. If the job is created on-line these instructions will be converted to voice and read to the substitute during the job offer. These instructions can include helpful instructions or information the substitute might need when accepting the job so please listen carefully.

FILE ATTACHMENT

Employees can add file attachments when creating a job on-line. These may include lesson plans, class roster, seating charts, and emergency procedures. The files will be available only to the substitute who accepts the job and they are deleted when the job is finished.

EMAIL NOTIFICATION

Accepting a Job: Automated email generated for your records when you have accepted a job.

Cancellation: Automated email generated for your records when a job has been cancelled. Note: you will also receive an automated phone call. Listen to this message and respond; the system will continue to call until you acknowledge the cancellation.

Modifications: Automated email generated if the job has been modified, i.e., attachments added.

TROUBLE SIGNING IN

If you have forgotten your PIN, you can use this option. Your PIN will be sent to the email on file.