

**Lewisville ISD
Employee Quick Reference Card**

System Phone Number 972-350-2851

Help Desk Phone Number 972-355-2772

Access ID (SS#) ____ - ____ - ____

PIN 123456 (**1st time users only, enter PIN 123456 then system will ask the employee to determine their PIN**)

System Calling Times to Substitutes

Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 a.m. Continues until jobs are 50% completed	5:30 p.m. – 9:45 p.m.
Saturday	None	None
Sunday	None	4:00 p.m. – 9:45 p.m.
Holidays	None	None

Absence Reasons

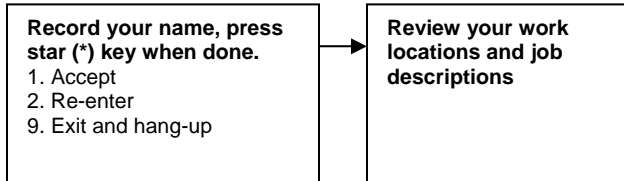
#	Description	#	Description	#	Description
1	State Illness	6	Staff Dev/Sch Bus	17	Admin/Assult Leave
2	Local Personal	7	Vacation	18	Military Leave
3	State Personal	8	Workman's Comp	22	School Bus/UIL
4	Jury Duty	12	School Bus/Athletic	55	No Absence/Addl. Sub
5	School Business	14	Maternity		

Employee Registration

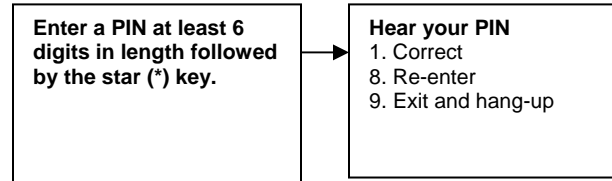
Enter your Access ID, followed by the star (*) key

Enter your PIN, followed by the star (*) key ***** (1st time callers, use PIN 123456)*****

Name does not exist



PIN is not valid



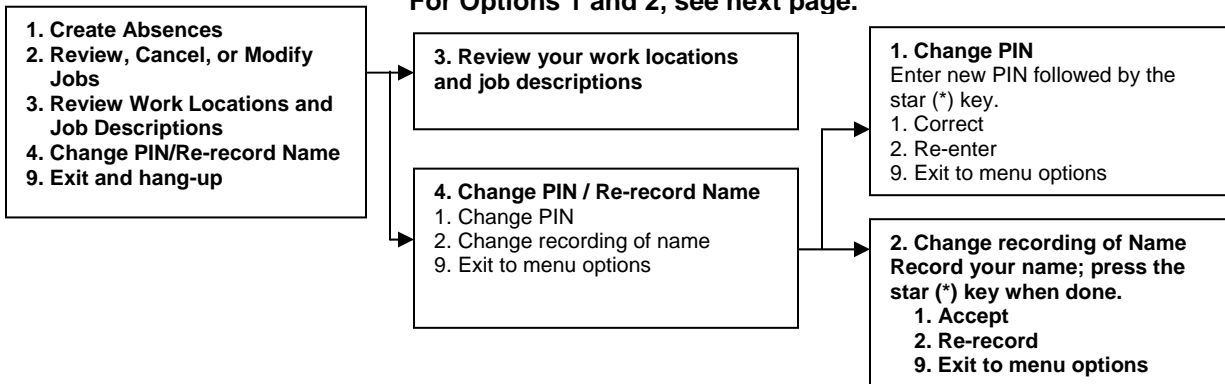
Employee Menu

Enter Access ID, followed by star (*) key

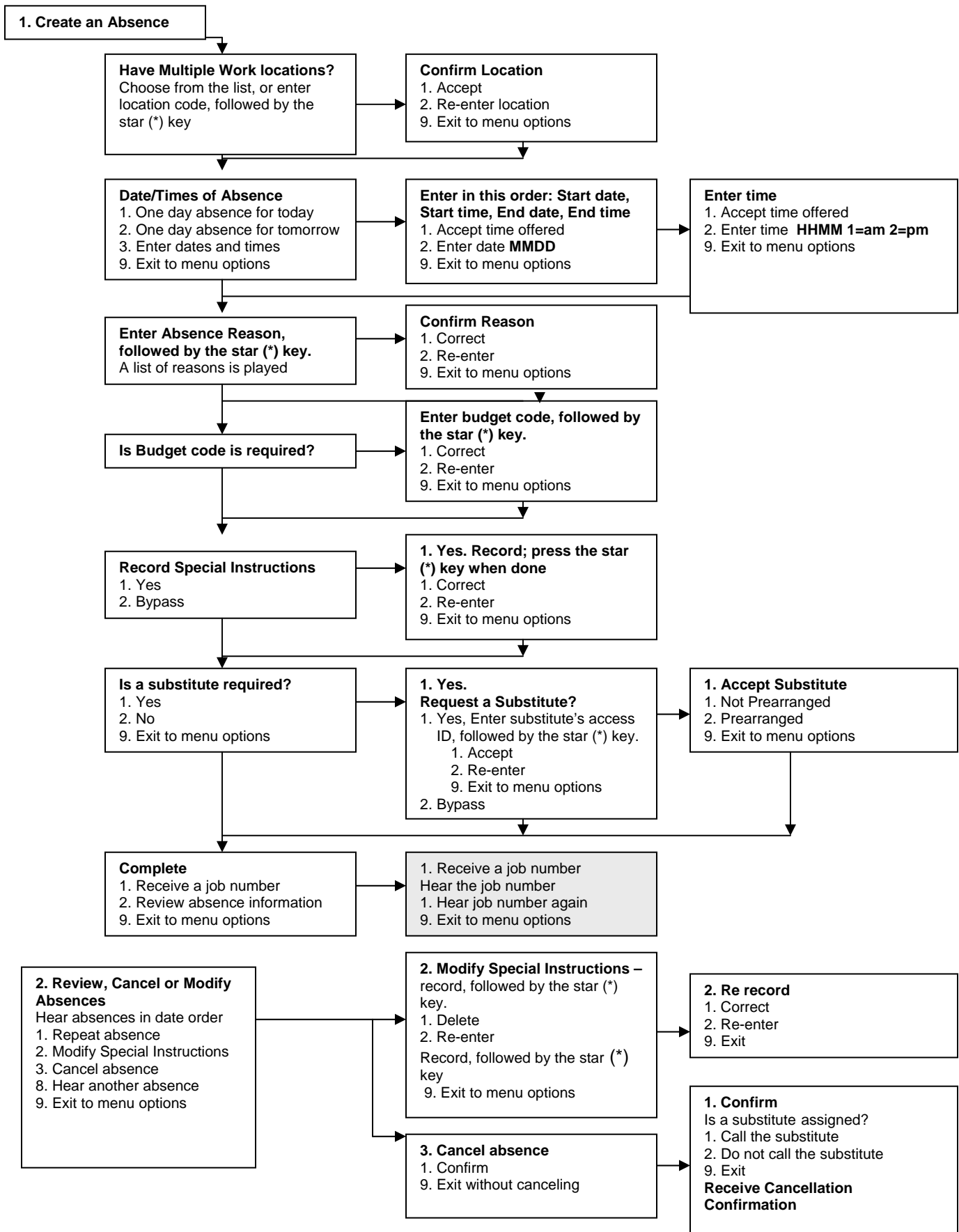
Enter PIN, followed by star (*) key, listen to announcements

Menu Options

For Options 1 and 2, see next page.



Employee Menu



LEWISVILLE I.S.D. EMPLOYEE BROWSER ACCESS

Web Browser Access Instructions

Web Browser URL smartfind.lisd.net

Help Desk Phone Number 972-350-2851

Sign In

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

Create Absence

Important Note: Items in Bold are required to complete an Absence and receive a Job Number.

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- Enter Budget Code, if applicable.
- **Indicate if a substitute is required for this absence.**
 - **Choose Yes or No**
- **Select Start and End Dates for your absence**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the *Modify Schedule* button.
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence and substitute
 - Select the *Continue* button
- Request a particular substitute
 - Enter the substitute's access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
 - Yes = substitute is prearranged and will not be called and offered the job
 - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

Review/ Cancel Absences

Review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

LEWISVILLE I.S.D. EMPLOYEE BROWSER ACCESS

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing