

Employee SFE Web Reference

TO ACCESS SMARTFIND EXPRESS:

1. If you are a new user please call **980-819-4422** to register. You will enter your Access ID = CMS/Lawson Employee Id and PIN = your Access Id when you register. Follow the prompts and create your PIN.
2. Go to the CMS Homepage at www.cms.k12.nc.us, Click “**Staff**” at the top of the page.
3. Select “**Substitute Information**”. Select SmartFind Express next to “Welcome to” or the blue box.
4. Login to **SmartFind Express: User ID = CMS/Lawson Employee ID.** and **PASSWORD.** First time web users: select “Forgot Password” on sign in page, the system will send you an email to select a password for web log in only.
5. The system will open to a Home page, “**Welcome (your name)**” Screen. This page displays the User Name, and messages related to the school day.

Profile Drop down

1. Click the Profile drop down at the top of page. Click Information, Update Email, and Change Password to view or modify any of this information. Your email will be your CMS email address.

Help Drop down

1. Click the Help drop down to view videos and user guides.

TO CREATE ABSENCES:

1. Click the **Create an Absence** tab at the top of the page.
2. Absence can be entered up to 90 days in advance. They **must** be created before the end of the day that you are absent. SFE will not let you go back and add an absence after the day is over. Or change an existing absence after the school day has started. If a change is needed after the school day has started the SFE Coordinator/Secretary must make it.
3. Location and Classification will automatically appear. **If you work at more than 1 location you will have to select the correct location from the drop down list.**
4. Click the drop box to choose the correct Reason. i.e.: (01 SL Personal ILL).
5. Is a Sub required? Yes/No. Click One. Is a Sub required? Yes/No. Will default to NO if position does not require a sub.
6. Set the Appropriate Date and/or times. **½ day absences must equal less than 4.5 hours.**
7. Specify the substitute with the **Substitutes Employee ID.** Or lookup by name.
8. Has the substitute accepted this job? Yes/No. Click One. If yes, sub will not be called by the system. But will be assigned to the job at the same time as it is created and no one else can accept it.
9. Special Instructions use as needed.
10. Attach files as needed. i.e. (Lesson Plans)
11. Click the Submit button, Review information.
12. Click Create Absence and receive the **Job #.** If complete and correct, the following will appear: **The Job was created successfully.** Click Continue. You will return to the Create Absence page.

TO REVIEW ABSENCES:

1. Click **Review Absences** tab at the top of the page.
2. Enter the date range. Click Search.
3. Or Click Search, every absence created for the last 730 days will be in the list that opens.
4. Or click calendar, then search. The current month calendar will appear with any absence recorded on the day of the absence. Click Prev Month to view prior months, or Click Next Month to view next month.
5. Click the job number to view absence details. Click return to list to view another absence.

TO CANCEL ABSENCES:

1. Follow steps 1-3 in Review Absences section.
2. If a change is needed the **absence must be canceled before the start of the day of the absence.**
3. Click on the job number. Absence information will open. Click Cancel Job if a change is needed.
4. You will return to the “**Review Absences**” page. **The Job was cancelled successfully.** Will be at the top of the page.
5. Click “**Create an Absence**” and create your absence with the appropriate corrections.
6. If there is no Cancel Job button at the bottom of the page you cannot cancel the absence. The SFE Coordinator/Secretary at your location will need to make the corrections to your absence.