

How to arrange for a substitute teacher



MPS utilizes SmartFindExpress to assign substitutes for teacher, nurse, and health assistant absences. SFE is an automated substitute calling system which uses a computer with both data and voice capabilities, and is accessed by the internet or the telephone system.

SmartFindExpress Website: <https://mps.eschoolsolutions.com>

SmartFindExpress System Number: (480) 498-6558

If you are a new teacher and you have not registered for a PIN, please do so immediately. Registration instructions for new teachers:

1. Call the system phone number at (480) 498-6558
2. Enter your Access ID followed by the (*) key
3. Enter your Access ID again when it asks you for your PIN followed by the (*) key
4. Record your name followed by the (*) key
5. You will be asked to select a new PIN. Enter a PIN between six (6) and nine (9) digits in length followed by the (*) key

To log into the system, enter your Employee Identification Number (EIN) as the Access ID. If you do not know your PIN, click on "Trouble signing in?" found under the "Submit" button. You will have to do the "I'm not a Robot" reCAPTCHA feature. Certified staff have the ability to report their absences up to 300 days in advance. By reporting your absences in advance, you are more likely to secure a qualified substitute in the area you teach.

Follow the steps below to create an absence online. For assistance, call Substitute Services at (480) 472-0434 or (480) 472-0433.

Step 1: Click Create Absence

The screenshot shows the SmartFindExpress website interface. At the top, there is a navigation bar with the eSchool Solutions logo, the Mesa Public Schools logo, and a "Create absence" button. Below the navigation bar, there is a welcome message for "TEACHER TEST" and a notification about a 20-minute timeout. The main content area contains "Employee Announcements" and a section titled "TEACHERS: REMEMBER THE FOLLOWING WHEN REPORTING AN ABSENCE" with a list of instructions. At the bottom, there are links for "CLICK HERE to view what teachers can do for substitutes." and "CLICK HERE to complete a Feedback of Substitute Teacher form." The footer contains terms of use, privacy policy, and copyright information for eSchool Solutions, Inc.

Step 2: Select reason, date, adjust times (if needed), specify or prearrange with a substitute (optional) and add any specific instructions (optional). When done select continue.

Create Job

Create Absence

To complete this absence, press Continue and proceed until a job number is assigned.

Location: RED MOUNTAIN HIGH 275
 Classification: 215 BIOLOGY
 Reason:
 Budget Code:

Is a Substitute required? Yes No

Dates: Start (MM/DD/YYYY) End (MM/DD/YYYY)

REPORTING MULTIPLE DAYS?
 If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.
 If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

Weekly Schedule	Absence		Substitute	
	Start Time (h:mm am)	End Time (h:mm am)	Start Time (h:mm am)	End Time (h:mm am)
Monday	<input checked="" type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM	<input type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM
Tuesday	<input checked="" type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM	<input type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM
Wednesday	<input checked="" type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM	<input type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM
Thursday	<input checked="" type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM	<input type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM
Friday	<input checked="" type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM	<input type="checkbox"/> 07:30 AM	<input type="checkbox"/> 03:30 PM

Substitute: Specify a Substitute? ID: Name Lookup

PRE-ARRANGED?
 If the specified substitute has accepted this assignment and does not need to be contacted, press Yes.
 Has the substitute accepted this job? Yes No

Substitute Instructions:

File Attachments:

Step 3: Review absence information. If not correct select reset, if correct select create absence.

Create Job Confirmation

This absence will not be created until the Create Absence button is pressed

Job Status: Open/Open
 Employer: TEACHER TEST
 Location: RED MOUNTAIN HIGH
 Classification: 215 BIOLOGY
 Reason: 01 SICK LEAVE
 Voice Instructions: None
 Text Instructions: lesson plans on desk
 File Attachments: None
 Dates: 08/17/2017 - 08/17/2017
 Weekly Schedule: Thursday 07:30 AM - 03:30 PM Employee Substitute

Specified Substitute:
 Assigned Substitute:

Once you have selected create absence, check the top of the create job page for the message "Job Creation Successful".

You will get a confirmation email once completed.