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

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.

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

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.