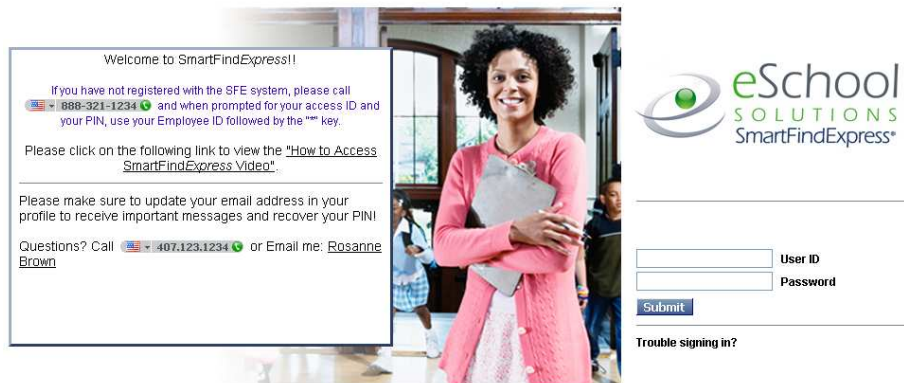


August 2011

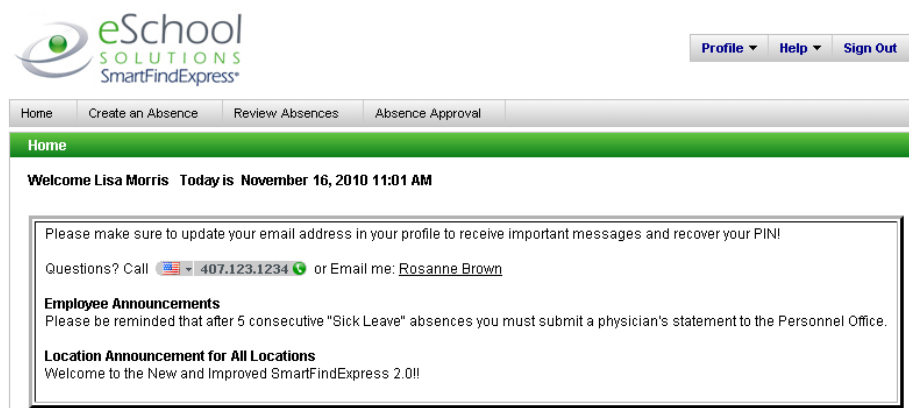
To all Employees of the London District Catholic School Board:

We are excited to announce that we have upgraded SmartFindExpress (SFE), our automatic employee absence / substitute calling system, to the latest and greatest version! The new version we have transitioned to is very similar to what you are accustomed to using, however, there are changes including a new look. The changes are designed to expand absence and substitute management capabilities.

The Log In Screen has a new look –



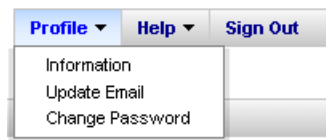
Your Home Page is very similar to what you are familiar with, however the menus have been moved from the **left side** of the screen to across **the top of the screen** –



If you have multiple roles in the system such as an Administrator and Employee or 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 -



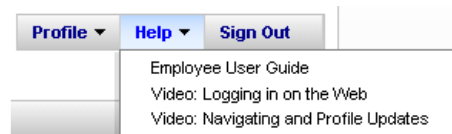
The Profile Menu at the top right side of the screen –



Will allow you to:

- View the status and address in your profile
- Add or modify the email address in your profile – **School Board email address ONLY**
- Change your Password (PIN)

The Help Menu provides you with access to an Employee User Guide you can elect to view online or download and even print as well as access to training videos to assist you in navigating the system (check back often as new videos will continue to be added) –



If you experience any difficulty accessing the system, or have questions pertaining to your profile, please do not hesitate to contact the:

SmartFindExpress Help Desk at 519-663-2088 Extension 43409.

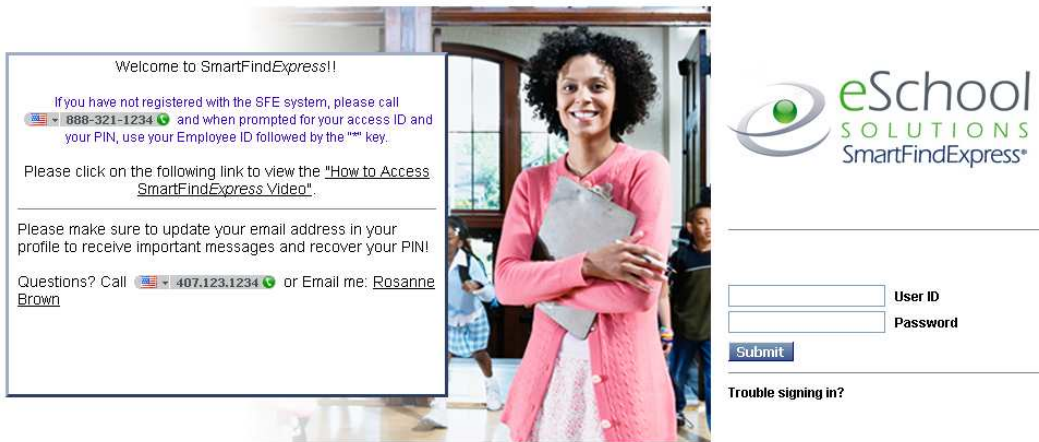
August 2011

To All Substitute Employees of the London District Catholic School Board:

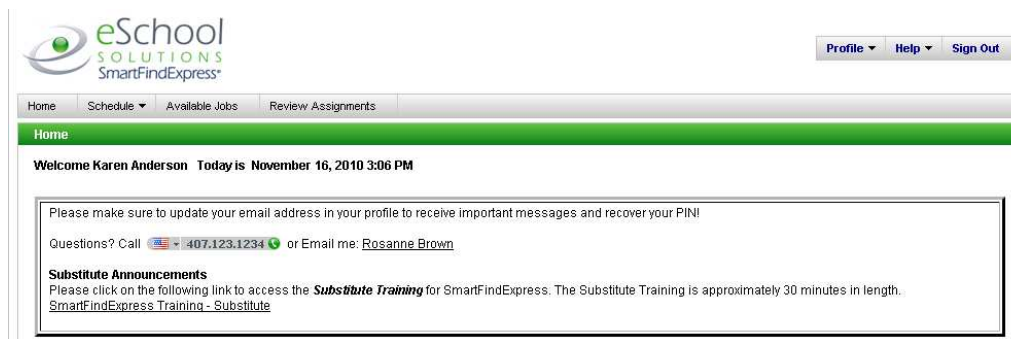
We are excited to announce that we have upgraded SmartFindExpress (SFE), our automatic employee absence/substitute calling system, to the latest and greatest version! The new version we have transitioned to is very similar to what you are accustomed to using, however, there are changes including a new look. The changes are designed to expand absence and substitute management capabilities.

The system will begin to call substitutes for assignments beginning - September 5, 2011 – 6 PM.

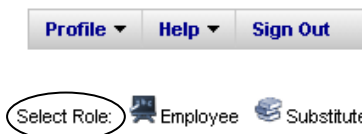
The Log In Screen has a new look –



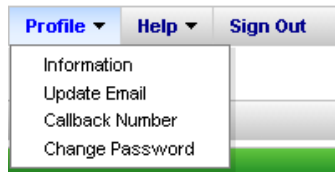
Your Home Page is very similar to what you are familiar with, however the menus have been moved from the **left side** of the screen to across **the top of the screen** –



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 -



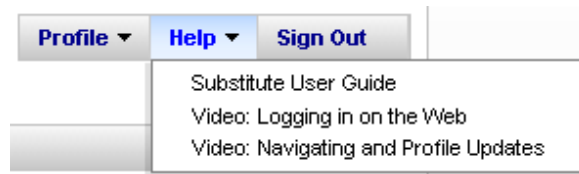
The Profile Menu at the top right side of the screen –



Will allow you to:

- View the status and address in your profile
- Add or modify the email address in your profile
- Change your Callback Number
- Change your Password (PIN)

The Help Menu provides you with access to a Substitute User Guide you can elect to view online or download and even print as well as access to training videos to assist you in navigating the system (check back often as new videos will continue to be added) –



If you experience any difficulty accessing the system, or have questions pertaining to your profile, please do not hesitate to contact the:

SmartFindExpress Help Desk at 519-663-2088 - Extension 43409.