

3. If you **pressed 2** to Change the recording of your name  
Record your name; press the star key (\*) when finished  
**PRESS 1** to Accept  
**PRESS 2** to Re-record name  
**PRESS 9** to Exit to menu options
4. If you **pressed 3** to Change the language preference  
Enter language followed by the star key (\*) when finished  
**PRESS 1** to Accept  
**PRESS 2** to Hear more language options  
**PRESS 9** to Exit to menu options (without saving language)

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### WEB BROWSER ACCESS INSTRUCTIONS

#### SIGN IN

Open your web browser and access the SmartFindExpress Sign In (<https://lars.lps.k12.co.us>) page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

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#### LANGUAGE SELECTION

If multiple languages are present, the language choice is offered on the Sign In page. Selecting the language choice on the Sign In page will immediately refresh the page and all screens are displayed in the selected language after you successfully log into the system. The language choice must be made before clicking the *Submit* button on the Sign In page.

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#### PIN REMINDER

At this time you must call the help line at 303-347-3370 in order to obtain your PIN number if you have forgotten it.

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#### PROFILE

Choose the *Profile* link to view and update your information

#### **Profile Tab**

- **Change your Callback Number**  
Enter the telephone number where you can be contacted by the system.
- **Add Temporary Do Not Call setting**  
Enter a time in HH:MM am or pm format for the system to resume calling (The maximum is 24 hours from the current time)

#### **Schedule Tab**

- **Create a new Availability Schedule**
  - o Select *New* button
  - o Select days of the week for the schedule by leaving boxes checked by that day
  - o Select *either* the times you are available to work or the times you should not be called, but not both
    - Check box for all day or
    - Enter a start and end time range in HH:MM am or pm format
  - o Select *Save* button
  - o To Exit without saving changes, select the *Return to List* button
- **Modify an Availability Schedule**
  - o Choose day or days of the week you want to delete by checking the boxes by that day
  - o Select the *Delete* button
  - o Select the *New* button to add a new day of week or time. Follow the steps for "Create a New Availability Schedule" as outlined above

#### **Classifications and Locations Tab**

- Review classifications and locations you have chosen for possible assignments

#### **Unavail Dates Tab**

- **Create Unavailability Schedule**
  - o Select the *New* button
  - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
  - o Select the *All Day* check box or enter the time range in HH:MM am or pm format
  - o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  - o Select *Save* button
- **Delete Unavailability Schedule**
  - o Place a checkmark in the desired date range box
  - o Select the *Delete* button

#### **Email Tab**

- Enter or change email address.

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#### AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - o Select the *Return to List* button to return to the job listing

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#### REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
  - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
  - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - o Select the *Return to List* button to review other jobs assigned to you
  - o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment that has already started
  - o An assignment may contain file attachments. To view or download a file attachment, click on the file name.

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#### SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be pressed to end the session and disconnect from SmartFindExpress. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress and close the browser when you finish with your session.

**Important Note:** Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.



## Littleton Public Schools Substitute Quick Reference Card

**System Phone Number**                    **303-347-5277**

**Help Desk Phone Number**           **303-347-3370**

**ACCESS ID number here:**            \_\_\_\_\_

**Write your PIN number here**        \_\_\_\_\_

**Web Browser URL**                      **https://lars.lps.k12.co.us**

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#### THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 4:55 am and continues until 40% of completion of job	4:55 am -10:00 pm
Saturday	None	None
Sunday	None	4:30 – 10:00 pm
Holidays	None	5:00 – 9:30 pm

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#### DECLINE/CANCELLATION REASONS

- Number/Description**
1. **Illness**
  2. **Lack of Child ca**
  3. **Transportation Hardship**
  4. **Previous Assignment**

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#### TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID**, followed by the star (\*) key
2. Enter your **PIN**, followed by the star (\*) key (If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

When the system calls you, pressing the star (\*) key will make the system wait for 2 minutes for you to enter your Access ID and PIN.

**REGISTRATION**

- Record your name followed by the star (\*) key  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hang-up
- Hear your callback telephone number  
**PRESS 1** to Modify your callback number  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to next step
- If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hang-up

**THE SYSTEM CALLS****HEAR THE JOB OFFER**

- PRESS 1** to Hear the job offer  
**PRESS 2** to Set temporary Do Not Call  
**PRESS 9** to Exit and hang-up
- If you **pressed 1** to Hear the job offer  
**PRESS 1** to Hear the job description  
**PRESS 2** to Decline the job (without hearing the description)  
Enter the decline reason from page 1 followed by the star (\*) key or wait for a list of reasons
- If you **pressed 1** to Hear the job description  
**PRESS 1** to Accept this job  
**Record the Job Number. You are successfully assigned to the job.**  
**PRESS 1** to Hear the job number again  
**PRESS 2** to Repeat the job description  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job  
Enter the decline reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and repeat this step
- If you **pressed 2** to Set temporary Do Not Call, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 2** to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit and hear the job offer

**HEAR THE CANCELLATION**

- Hear "This assignment has been cancelled" and the job information
- PRESS 1** to Repeat the job information  
**PRESS 9** to Exit and hang-up

**CALLING THE SYSTEM****MENU OPTIONS**

- Review or Cancel Assignments
  - Hear Available Jobs
  - Change your Callback Number
  - Review or Modify Temporary Do Not Call Time
  - Review or Modify Unavailability Dates
  - Review or Modify Daily Availability
  - Change PIN, Re-record Name, or Change Language Preference\*
  - Exit and hang-up
- \* If multiple languages are configured.

**1 - REVIEW OR CANCEL ASSIGNMENTS**

- Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job  
**PRESS 8** to Hear another assigned job  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation  
Enter cancellation reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hear next assignment  
**PRESS 9** to Exit and hear next assignment (assignment will not be cancelled)

**2 - HEAR AVAILABLE JOBS**

- Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment  
**PRESS 8** to Hear next assignment  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Accept assignment, hear the job assignment  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Hear next assignment  
**PRESS 9** to Exit to menu options
- If you **pressed 3** to Decline assignment  
Enter decline reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hear next assignment

**3 - CHANGE YOUR CALLBACK NUMBER**

- Hear the Callback telephone number  
**PRESS 1** to Modify callback telephone number  
**PRESS 9** to Exit to menu options (number will not be changed)
- Enter new telephone number followed by the star (\*) key. Hear the new telephone number  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter the number  
**PRESS 9** to Exit to menu options

**4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES**

- Hear the temporary Do Not Call time  
**PRESS 1** to Enter a time  
**PRESS 2** to Delete this time  
**PRESS 9** to Exit to menu options
- If you **pressed 1** to Enter a time, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 8** to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to menu options

**5 - REVIEW OR MODIFY UNAVAILABILITY DATES**

- PRESS 1** to Review or delete unavailability period  
**PRESS 2** to Add a new unavailability period  
**PRESS 9** to Exit to menu options

- If you **pressed 1** to Review or delete, hear the unavailable period information  
**PRESS 1** to Delete this unavailability period  
**PRESS 2** to Hear the next unavailability period  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Add dates  
Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)  
Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)  
  
Indicate unavailable all day?  
**PRESS 1** for Yes  
**PRESS 2** to Enter time  
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
Repeat procedure for End time
- Receive calls for future assignments during unavailable period?  
**PRESS 1** to Receive calls for future jobs during this unavailability period  
**PRESS 2** if you do not want to receive calls for future jobs during this unavailability period  
**PRESS 9** to Exit and review or modify unavailability dates (without saving unavailability period)

**6 - REVIEW OR MODIFY DAILY AVAILABILITY**

- PRESS 1** to Review or delete, hear a time period you are available to work  
**PRESS 2** to Enter a new time period you are available to work  
**PRESS 3** to Review or delete, hear a time period you should not be called  
**PRESS 4** to Enter a new time period you should not be called  
**PRESS 9** to Exit to menu options
- If you **pressed 1** to Review or delete a time period you are available to work, or **pressed 3** to review or delete a time period you should not be called, hear the day and time period in chronological order  
**PRESS 1** to Delete this time period  
**PRESS 8** to Hear the next time period  
**PRESS 9** to Exit to review or modify daily availability
- If you **pressed 2** to Enter a new time period you are available to work, or **pressed 4** to a new time period you should not be called  
Select the day of the week  
**PRESS 1** for Monday thru Friday  
**PRESS 2 - 8** for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)  
If you **pressed 1** thru **8**, enter a time  
**PRESS 1** for All day  
**PRESS 2** to Enter start and end time  
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to review or modify daily availability (without saving changes)

**7 - TO CHANGE PIN, RE-RECORD NAME, OR CHANGE LANGUAGE PREFERENCE**

- PRESS 1** to Change your PIN  
**PRESS 2** to Change the recording of your name  
**PRESS 3** to Change the language preference  
**PRESS 9** to Exit to menu options
- If you **pressed 1** to Change your PIN  
Enter a new PIN at least six (6) digits in length followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to menu options