



School Assistant Quick Reference Card

System Phone Number 905-727-7071 (local) or 1-877-809-8053

Help Desk Phone Number 905-727-0022 ext. 4357 option 5

Web Browser URL star.yrdsb.ca

Write your Access ID here (Emp ID) _____

Write your PHONE PIN here _____

TELEPHONE ACCESS INSTRUCTIONS

Before any features are available, you must register with the PHONE system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

1. Phone into the STAR system at 905-727-7071.
2. Enter your **Access ID** followed by the star (*) key.
3. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
4. Record your name followed by the star (*) key.
5. Hear your work schedule. If this information is incorrect, complete the registration and then contact your secretary to correct.
6. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access ID** followed by the star (*) key
2. Enter your **PIN** followed by the star (*) key

MENU OPTIONS

- 1 – Create an Absence/**ENTER YOUR WORK HOURS**
 - 2 – Review, Cancel Absence/**WORK HOURS**
 - 3 – Review Work Locations and Job Descriptions
 - 4 – Change PIN, Re-record Name
 - 9 – Exit and hang-up
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TO CREATE AN ABSENCE/ENTER YOUR WORK HOURS

1. Enter dates for the absence/times worked
PRESS 1 if the Absence is only for today
PRESS 2 if the Absence is only for tomorrow
PRESS 3 to Enter the dates and times for the absence.
2. If you pressed 3 to Enter Dates and time
Enter Start Date
PRESS 1 to accept the date offered
PRESS 2 to enter start date (MMDD)
3. Enter the reason code shown below followed by the star (*) key
910 Casual Time Worked
4. Record Special Instructions
PRESS 2 to bypass this step
5. Complete Absence
PRESS 1 to receive the job number
Record the Job Number. The Job Number is your confirmation.

TO REVIEW/ CANCEL ABSENCE/TIME WORKED

1. Hear the job information
PRESS 1 to Hear absence/time worked information again
PRESS 2 to modify special instructions (not required for school assistant)
PRESS 3 to cancel the absence

If you **pressed 3** to cancel the job

PRESS 1 to confirm the cancellation request

Once you confirm a request to cancel the job, you **MUST** wait for the system to say "**Job Number has been cancelled.**"

TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
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WEB BROWSER ACCESS INSTRUCTIONS

SIGN IN

Open your browser star.yrdsb.ca and access the SmartFindExpress Sign In page. Please select the **YRDSB – Single Sign On** link underneath the District Username and Password area to log in. (If you receive a “**Session timed out error, please try again**” please just select the **YRDSB – Single Sign On** a second time)

Enter in your BWW username and password. (The same sign in to access your board email account)

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.

PROFILE

Information

- Review profile status and address information.

Update Email

- Enter or change email address.

Change Password

- Enter your current PIN followed by a new PIN twice and click Save.

TO CREATE AN ABSENCE/**ENTER YOUR WORK HOURS**

Choose the *Create an Absence* link

Important Note: *Items in Bold are required to complete an Absence.*

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu.**
 - **910 Casual Time Worked**
- **Select Start and End Dates for your absence/time worked**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence/time worked. Default times are listed**
 - To change defaults, enter time in HH:MM am or pm format
 - Ensure that the correct time is entered.
- **Multiple Day (Recurring) Absence**
 - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
 - Modify daily schedule and/or times for absence
- **Select the Continue button**

You **MUST** receive a **Job Number** for your time to be recorded in the system.



TO REVIEW/ CANCEL ABSENCE/**TIME WORKED**

Choose the *Review Absences* link to review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- To cancel your job, select the *Cancel Job* button
- Select *Return to List* button to return to the job listing

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from *SmartFindExpress*.

Selecting 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 web browser when you finish with your session.
