Substitute Teacher Set Up On SmartFindExpress

The SmartFindExpress system (better known as SFE) is a web-based solution for substitute employment management. It includes an automated computer system with voice capabilities to record teacher absences and assign substitute teachers. It is available 24 hours per day, on the web or on the phone. SFE is a critical tool for all substitute teachers, teachers and administrators.

SFE allows teachers and principals to report absences 90 days in advance. During call-out times, pertinent job information is relayed to eligible substitute teachers. This information includes the absent teacher's name, school location, date(s), start and end times of the job assignment, subject and recorded special instructions. Jobs are also available on the web, and can be browsed by substitute teachers. The substitute teacher may accept or decline the job assignment offered. Once the substitute teacher accepts the job assignment a job number is given. The job number is very important. Substitute teachers are required to review their job number prior to leaving for each assignment. SFE is designed to interact with most cellular telephones, however not with pagers.

SYSTEM ACCESS & EMAIL

Contact the CBE Information Technology Services Help Desk at 403-817-7777 to receive your username and password for access to your user account for system and email access. You will be asked to provide your name and 6 digit CBE employee number, please ensure you have this prior to calling. You will then be given your username and password which will allow you to access the system. For system access please go to www.cbe.ab.ca. On the CBE home page click on Staff and then click CBE Web Mail to access email. When new window pops up enter your user name and password.

Access to other CBE network services can be granted as required on a school-by-school basis, if you are substituting for a longer period. Please contact the appropriate resource person in your school if you require additional access.

Should you encounter any difficulties, please contact the CBE Technology Help Desk at 403-817-7777, or via email to helpdesk@cbe.ab.ca.

Please note that all use of CBE information resources is subject to the terms of Administrative Regulation 1062. The regulation can be found on the CBE web site.

REFERENCE BOOKLETS:

Once you have access to Outlook, you may locate and print both the ‘Substitute Teacher Orientation’ and the ‘School Hours’ booklets for your reference as well as a CBE parking pass. These documents are located on the CBE Staff Intranet – under staff insite > manage your career > recruitment & staffing > Teachers > Substitute Teachers