

# BOULDER VALLEY SCHOOL DISTRICT TEACHER QUICK REFERENCE CARD

System Phone Number 720-561-5929

Help Desk Phone Number 720-561-5033  
e-mail: [denise.stilson@bvsd.org](mailto:denise.stilson@bvsd.org)

ID \_\_\_\_\_

PIN \_\_\_\_\_

## System Calling Times to Substitutes

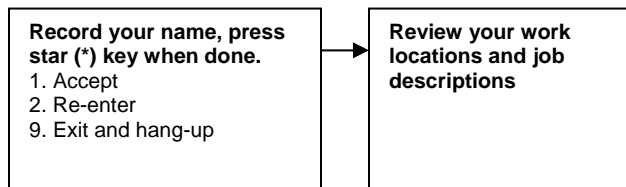
Week Day	Today's Jobs	Future Jobs
Weekdays	Starts at 05:00 a.m. Continues until jobs are 50% completed	06:00 – 10:00 p.m.
Saturday	None	None
Sunday	None	06:00 – 10:00 p.m.
Holidays	None	06:00 – 10:00 p.m.

Absence Reasons			
Number	Description	Number	Description
1	K-care only-sick leave	8	Military Duty
2	K-care only-personal leave	9	Worker's Comp
4	Absent without pay	10	Religious Holiday
5	Bereavement	12	Professional Leave
6	K-care sub	13	Vacancy
7	Jury Duty	14	Maternity Leave
		15	Teacher Annual Leave

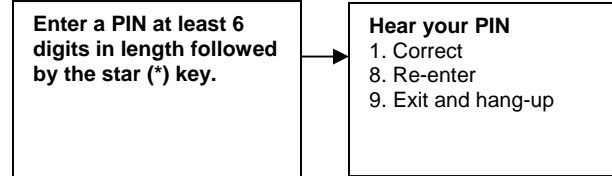
## Employee Registration

Enter your Access ID (employee #), followed by the star (\*) key. Enter your PIN followed by the star (\*) key. If you do not have a PIN, enter your Access ID (employee #) followed by the star (\*) key.

### Name does not exist



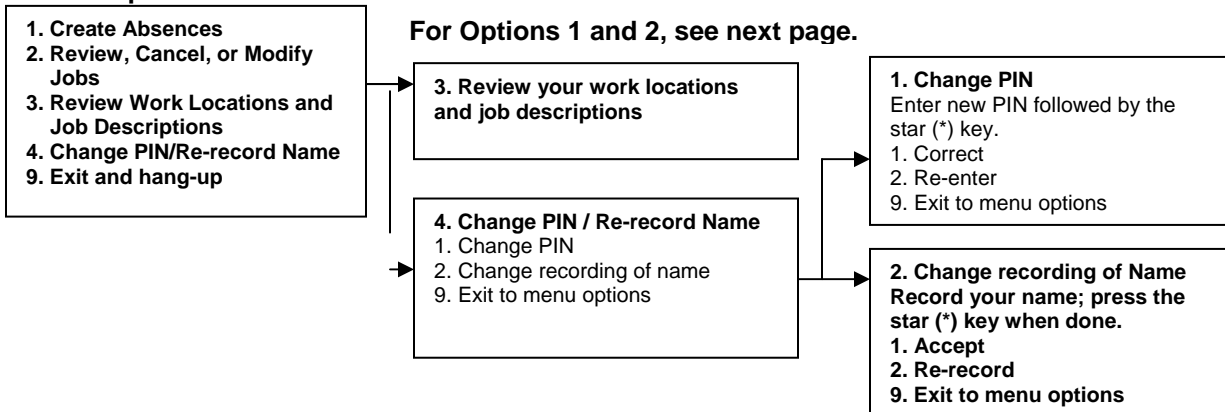
### PIN is not valid



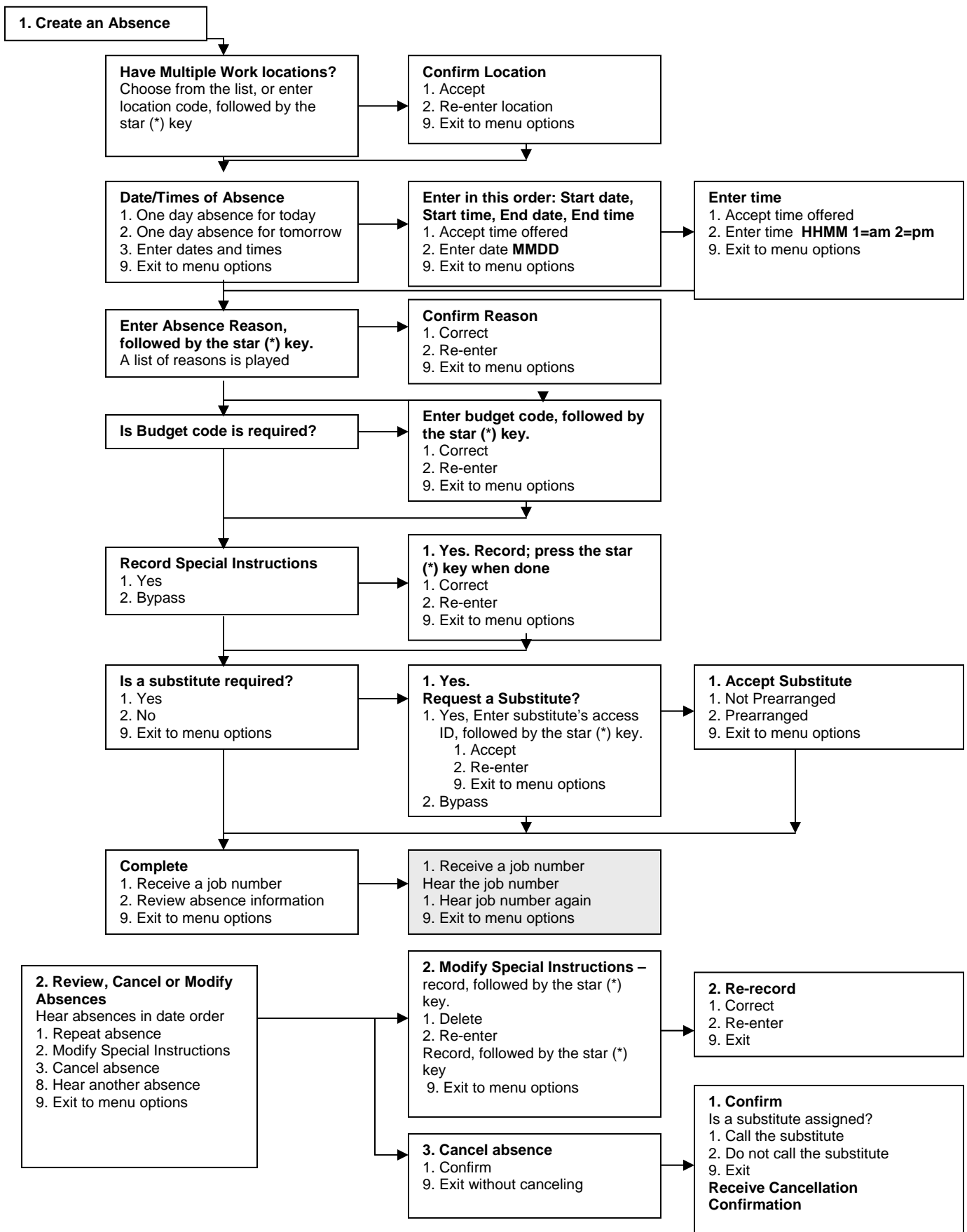
## Employee Menu

Enter Access ID, followed by star (\*) key.  
Enter PIN, followed by star (\*) key, listen to announcements.

### Menu Options



## Teacher Menu



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TEACHER BROWSER ACCESS**

**Web Browser Access Instructions**

Web Browser URL <https://subrequest.bvsd.org>

Help Desk Phone Number **720-561-5033**  
e-mail: [denise.stilson@bvsd.org](mailto:denise.stilson@bvsd.org)

**Sign In**

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

**Create Absence**

**Important Note: Items in Bold are required to complete an Absence and receive a Job Number.**

- **Select the Location**
- **Select the Classification**
  - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- Enter Budget Code, if applicable.
- **Indicate if a substitute is required for this absence.**
  - **Choose Yes or No**
- **Select Start and End Dates for your absence**
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
  - To change defaults, enter time in HH:MM am or pm format
  - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the *Modify Schedule* button.
  - 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 and substitute
  - Select the *Continue* button
- Request a particular substitute
  - Enter the substitute's access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job
  - Yes = substitute is prearranged and will not be called and offered the job
  - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

**Review/ Cancel Absences**

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

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From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing.