



Welcome to SmartFind *Express*

SmartFind *Express* is the computerized calling system you will use to call a substitute when you can not be present in the classroom and for substitutes to accept positions. All absences will be entered into the calling system, whether you require a substitute teacher or not.

Register in the System:

You must register in the system and choose a PIN before you can call a sub or access substitute positions. **To register you must call the system PHONE number: 240-439-6900.** Use your employee ID number for BOTH your ID followed by a star (*) and PIN followed by a star (*) when you call. The system will then ask you to voice your name and choose a new PIN number. Choose a PIN you will remember, from 4 to 9 digits long. After registering by phone and setting your PIN, you can access the system via internet using the link at the top of the Substitute Management System page.

If you have registered in SmartFind *Express* in the past and have created a PIN number, you use your current ID and PIN number to access SmartFind *Express*.

Training:

After you have registered in SmartFind *Express*, you are ready to use the calling system. Go to www.fcps.org and click on “For Staff” and then “Substitute Management System”. Click on the link that says “Click Here to Logon”. It will take you to the SmartFind *Express* website. Here you will enter your Access ID and PIN.

Once you have logged onto the system, you will see the HELP menu listed on the upper right hand of your screen. You will be able to access interactive videos on the different aspects of the calling system.

Using the PIN retrieval option:

SmartFind *Express* has a feature where you call the system and use the telephone options to have your PIN emailed to you if you have forgotten the PIN. To use this feature you have to enter an email address into your SmartFind *Express* profile. Log into the system, click on Profile, pull down the menu in the upper right hand corner, click on Update Email and enter in an email address.

User Guide:

You may access, download, or print the User Guide for Teachers as a reference for using the sub system. Go to www.fcps.org and click on “For Staff” and then “Substitute Management System.” You will find the User Guide listed under “For Teachers.”

If you have questions, please contact the Substitute Helpdesk at 301-644-5120.