

SmartFind Express Substitute Directions

You must register FIRST before using the website or App.

Registration:

1. Call the System Phone Number (1-833-317-1387) from a phone.
2. Enter your Access ID followed by the star (*) key. **This is also your employee ID number.**
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 callback #. Correct if necessary (you may not hear the callback #, you can keep going).
6. You will be prompted to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

***If you have a 0 or 00 in the front of your employee number, please leave it off when you are calling SmartFind to register.**

<https://www.paulding.k12.ga.us/Domain/4>



Congratulations

PCSD Class of 2024

Class of 2024 Graduation Highlights page to see highlights of all Graduation Ceremonies

"Click Here to View Highlights"

PAULDING COUNTY SCHOOL DISTRICT
For Success Today and Tomorrow
Est. 1872

District News



School Board Approves FY2025 Budget

The Board of Education has approved an FY2025 budget supporting students, teachers, and staff. The approved budget maintains the current property tax millage rate while enhancing school operations.



Class of 2024 PCSD Graduation Highlights

Congratulations to the Paulding County School District Class of 2024! Enjoy the highlights from our high school graduation ceremonies.



PCSD 2024 Retirement Luncheon

The PCSD 2024 Retirement Luncheon was held Friday (May 17) at Greystone Power. Retirees were honored and recognized for their years of service and dedication.



Meet 2024 PCSD Teacher of the Year Rebecca Clark

Congratulations to Rebecca Clark on being named PCSD 2024 Teacher of the Year! Rebecca is a 6th grade history teacher at East Paulding Middle School. Her dedication and innovative teaching methods have made a significant impact on her students and the school community.

[Click here to learn more about her.](#)



Yes! I Can Awards 2024 - Elementary

On Monday, April 29th, our PCSD elementary Exceptional Students were celebrated during the Yes I Can! Awards Ceremony at Paulding County High School.

Yes! I Can Awards 2024 - Middle/High

 Student Dashboard	 Parent Dashboard	 Staff Dashboard	 Closings and Delays	 Calendar	 Transportation
 Nutrition Services	 Parent Portal / Student Grades	 Canvas	 Enrollment	 Community Engagement	 Social Media and App



Paulding County School District Intranet & Dashboards

- Elementary Dashboard
- Middle High Dashboard
- Instructional Technology Help Center
- Staff Intranet

- Anonymous Tips
- Canvas
- EdPlan
- Email
- Employee Online
- Infinite Campus
- Phone Portal
- TalentEd (RecordsSmartFind)
- Tech Helpdesk
- Tech Resources



SERVICE STATUS

Working normally (16)

Phone System	Canvas	Infinite Campus	Clever	Microsoft	TalentED	Employee Online
Checkmate	HMH Products	District Website	Networking & Wi-Fi	Testing Platforms	Business Plus	



Human Resources

- › Welcome
- › Job Opportunities
- › Nutrition Careers
- › Salary Schedules and Benefits
- › SmartFind Express
- › Substitute Teaching Information
- › TalentED Records
- › Employee Online
- › Employee of the Year
- › Paulding Retired Educators Association
- › Staff Directory
- › Custodial Services
- › Exit Survey
- › Work Calendars

To improve the security of your data: Records, Smartfind, & Perform will now use your district Microsoft account to sign in. If you are not already logged into your Microsoft account or signed into a district managed computer, you will be prompted to sign in with your district email address and password. If you are already signed into one of Microsoft's services, you should be automatically logged into the PowerSchool platforms and not be prompted to sign in again.

New hires who have not received district credentials yet, please use the New Hire Log in button below.

TalentED Hire



TalentED Records



SmartFind



New Hire Log in

TalentED Perform



<https://pauldingk12.sfe.powerschool.com/>

Your user ID and password are your PCSD login credentials. Please refer to the PCSD Substitute Account Reference Sheet



Paulding County School District

The District Code for the SmartFind Express app is MMMF

First time using SmartFind Express? Please make sure you register your ID and PIN by calling the number below!
833-317-1387

***All Full-Time employees and Substitute Teachers, you must use your SSO (single

Language
English

Unified Talent
SmartFind Express

SIGN IN WITH

 Microsoft



New Substitute Web Experience Deep Dive

Web Experience: Home Page

The screenshot shows the SmartFind Express web interface. At the top, there is a navigation bar with the logo, 'SmartFind Express', a 'Take a Tour' button, and a user profile icon. Below the navigation bar, there is a 'Job Search' section with a date 'April 23, 2021 10:10 AM', a 'My Calendar' button, and a 'Register for the Mobile App' button. On the left, there is a 'Filter' sidebar with various options: Date, Requested, Duration, Location Type, Location, Classification, Employee, and Instructions. An 'Apply Filter' button is at the bottom of the sidebar. The main content area shows a table of job search results with columns: Date, Time, Duration, Employee, Classification, Location, Decline, and Accept. The table is filtered to show 'Available' jobs. There are five rows of results, each with a dropdown arrow on the left and 'Decline' and 'Accept' buttons on the right. A 'Clear All' button is located at the top of the filter sidebar. A '5' in a blue circle is in the top right corner of the interface.

Date	Time	Duration	Employee	Classification	Location	Decline	Accept
Monday 2021/04/26	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday 2021/04/27	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday 2021/04/28	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday 2021/04/29	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday 2021/04/29	08:00 AM 04:00 PM	Full Day	ZZ Test Employee	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Friday 2021/04/30	06:30 AM 07:00 AM	Custom Day	Emp 7001 Michael	ZZ Test Classification	ZZ Test Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1 We provide substitutes with available jobs that meet their availability and preferences right on the home page!

2 If a substitute wants to drill down to see a specific kind of job (i.e., full day job for next Wednesday), they can from Filters.

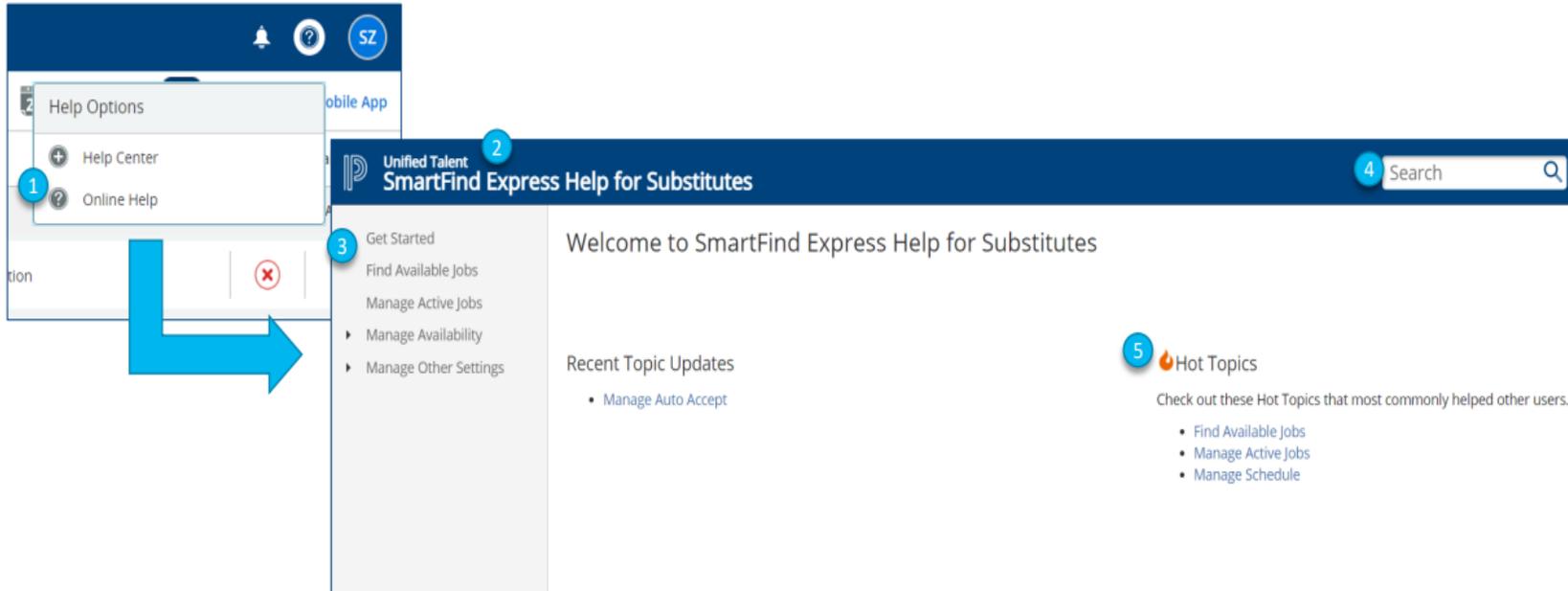
3 A substitute can accept or decline right from the home page, making it as easy as possible to get a job!

4 If a substitute needs more details to make their decision, they can select the down arrow to see more details on a job.

5 And training is done in real time right on the web! ~~Substitutes can Take a Tour of the intuitive new interface~~

Overview of New Online Help

Online Help: Navigation and Home Page



- 1 Substitutes can easily **navigate to the new online help** from the New Substitute Web
- 2 This online help will be updated with every release by our team – so **it will always be up to date!**
- 3 The Online Help is broken down by topics on a left side menu for **easy navigation.**
- 4 Substitutes can also **search using keywords** on the top right and pages from the online help will appear as choices.
- 5 Finally, **topics that a lot of substitutes are looking for or recently updated pages** will be listed on the home page!

SmartFind Express Mobile App. (Substitute Teachers only)



Download the Unified Talent Mobile App. from the App. store or Google Play store.

Apple - <https://apps.apple.com/us/app/smartfind-express/id1441480371>

Android - https://play.google.com/store/apps/details?id=com.powerschool.sfng&hl=en_US&gl=US

The SmartFind Express District Code is: **MMMMF**

After you have entered the district code, you will need to enter your PCSD username and password. (This is your PCSD login credentials).

