



## SmartFind Express (SFE) Quick Reference for Employees and Substitutes

**Must register over the phone prior to using SFE online** -- 916 512-8568

1. Register with SFE by calling **916 512-8568**
2. **Your Access ID will always be your EIN**
3. **Your temporary PIN is also your EIN, only for first time registration purposes**
4. Follow the prompts over the phone until you have **created a new PIN** (up to 6 numbers)
5. **Write this number down as sub services does not have access to any passwords**

**How to create an online Password** -- Use Chrome as your browser, other browsers may not work

1. Find the SFE website by visiting [www.EGUSD.net](http://www.EGUSD.net) → Employment → Substitute → SFE
2. Once you are at the SFE website, **select forgot password** to create a new online password
3. **Your User ID will always be your EIN.**
4. Follow the directions in the email you will receive, you will have to click on the link above your temp password, enter your temp password and follow the instructions until you have **created a new password**
5. **Write this password down as sub services does not have access to any passwords**

**How to create/update your Phone PIN on the SFE website**

1. If you have previously registered and forgotten your PIN please **login to SFE to create a new phone PIN**
2. Once you logon to your profile, you will see on the top right corner (Profile and the drop-down arrow)
3. Click Personal Information, select the bubble PIN (Phone Password)
4. New PIN:
5. Confirm PIN:
6. Save

**You are now ready to search for Substitute Assignments**

- Once you are able to log into your online SFE account you will have full access to view available assignments.
- It will **be your responsibility** to monitor your account and assignments.

**Some of the many things you will be able to do in your online SFE account are:**

- Request a substitute, by creating an absence if you are a contracted employee
- Pick up a substitute assignment
- Block phone calls from SFE if you are currently on contract, working a long-term assignment or not available to accept jobs at this time.
- View your calendar and job numbers you have been assigned, etc.
- Make yourself unavailable to work
- Change pin, phone numbers and emails, etc.
- If your profile says there is an expiration date, it will **either be your TB or credential**. It is your responsibility to provide updates prior to expiration to Human Resources.
- To update your TB, email it to: [tbclearance@egusd.net](mailto:tbclearance@egusd.net)
- To update your credential, **print your official renewed document directly from CTC's website. We are not accepting unofficial documents.** Email your renewal to: [subservices@egusd.net](mailto:subservices@egusd.net).