

SMARTFINDEXPRESS Registration Bartlett City Schools Substitute Teachers

SmartFindExpress (SFE), a product of eSchool Solutions, was selected by BCS as the automated system for the substitute search and job assignment process.

You will not be called by SFE until you complete the registration process.

Registration Process:

Step 1: Call the BCS **SmartFindExpress** main system number **901-730-7782**

Step 2: Enter your Access ID = BCS Employee ID # (followed by the * key)

Step 3: Enter your PIN = BCS Employee ID # (followed by the * key)

Step 4: Create your PIN. Enter the PIN you want to use followed by the * key. The PIN must be numeric and must be a minimum of 5 digits (9 digits maximum)

Step 5: Record your name (followed by the * key)

Step 6: You will hear your callback number. This is the number the system will use to call you. If the number is incorrect, enter the correct number now.

Step 7: Open your Internet browser and access the BCS **SmartFindExpress** URL <https://bartlettschools.eschoolsolutions.com>

Step 8: Enter your User ID = BCS Employee ID #

Password = PIN that you created during phone registration

Step 9: Upon successful login, the Employee home page is displayed.

From the **SFE Home Page** you can:

- ✓ **Modify Profile Information**
- ✓ **View/Modify Work Schedule – Use on a daily basis**
- ✓ **Access Available Jobs**
- ✓ **Review Assignments**

Step 10: Enter your email address to your profile information. Email confirmations are sent for jobs accepted or cancelled, or to reset a forgotten PIN. View/Modify call back information.

Step 11: Enter the classifications and the locations for jobs you wish to be considered for. The classifications are aligned with the grade levels of each school. Please be open to multiple classifications and locations.

Congratulations, the required SFE registration process is complete!

You are ready to utilize the automated system as a substitute teacher.

[Refer to the substitute SFE user guide for additional information.](#)

- **SFE Call Out Periods** – * 5:00 AM – 12:00 PM – Monday - Friday
* 3:00 PM – 10:00 PM – Sunday – Thursday
- **Questions - contact Lisa Siano - Lsiano@bartlettschools.org**