

Teacher Registration for Bartlett City School's **SmartFindExpress**

SmartFindExpress (SFE), a product of eSchool Solutions, was selected by BCS as the automated system for the substitute search and job assignment process. Registration and usage of SFE is **required for all teachers that are eligible for substitute coverage in the event of an absence.**

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: Record your name (followed by the * key)

You will hear your primary location and classification that has been set up in your profile. **If this information is not correct, contact the BCS system operator with the correct the information (Lisa Siano - Lsiano@bartlettschools.org)**

Step 5: 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 6: Open your Internet browser and access the BCS **SmartFindExpress**

URL <https://bartlettschools.eschoolsolutions.com>

Step 7: Enter your User ID = BCS Employee ID #

Password = PIN that you created during phone registration

Step 8: Upon successful login, the Employee home page is displayed.

From the Home Page you can:

- ✓ **Modify Profile Information**
- ✓ **Create an Absence**
- ✓ **Review/Cancel Absences**

Step 9: Enter your email address to your profile information.

Email confirmations are sent for absences entered or cancelled, or to reset a forgotten PIN.

Congratulations, the required SFE registration process is complete!

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

Refer to the *SmartFindExpress* user guide for additional features and information <https://bartlettschools.eschoolsolutions.com>

- Requests for **substitutes** must be recorded in **SmartFindExpress** for next day and future absences of classroom teachers.
- Specific substitutes may be arranged using **SFE**. If you specify a sub when entering an absence, be sure to allow the **SFE** system to call the specified sub (leave the box unchecked indicating that the sub has not been secured). **SFE** also sends the sub a reminder email the day before.
- **SFE Call Out Periods** – 5:00 AM – 12:00 PM – Monday – Friday
3:00 PM – 10:00 PM – Sunday – Thursday