



SmartFind Teacher Match

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

Telephone Number: **(615) 603-3543**

User ID: Rutherford County Employee Number (Full Social Security number without dashes i.e. 123432233)

Pin/Password: 7777

Directions:

1. Everyone needs to voice activate before they can begin using SmartFind. Using a touch-tone phone, call Smartfind at **(615) 603-3543**
2. Smartfind will identify itself and ask you to enter your User ID followed by * Key. Next you will be prompted to enter your PIN, followed by the * key.
3. Once you have entered your PIN and pressed the * key, Smartfind will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking, press the * key. After pressing the * key, Smartfind will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again. You may also change your pin but not your User ID.
4. Under the **Profile** tab, please change pin/password (optional) and modify email address.
5. When you click on To Create an Absence tab, your information will populate.
6. Choose the correct absence reason.
7. When choosing a sub, click on Name Lookup. If you have prearranged a sub be sure to click YES or the job will go out to the sub pool.

Substitute

Specify a Substitute? ID:

Name Lookup

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: Yes No

Substitute Instructions:

(Maximum Characters=1000)

File Attachments:

Browse...

(Maximum file size=512K)

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8. A specific substitute may be requested at this time.
 9. Please attach any file the sub may need to utilize under Fill attachments or leave instructions.
 10. Please review the videos under **Help** for additional assistance.
 11. Contact information for PESG:
Daniel Woodson 855-747-8233 ext 7405 dwoodson@contractsubs.com
Jessica Alvarado 615-981-3735 jalvarado@mypesg.com