

# Smart Find Express

## You can:

- Record an Absence
- Secure a substitute

## Access

1. Call 540.908.4383 to register
2. **Login Access ID**: Employee ID # (ask school secretary if unknown)
3. **PIN (password)**:
  - 1st time--Employee ID #
  - You will be prompted to change the password after finishing registration
4. Record your name; press star (\*) key
5. Listen to the primary location and classification for your profile. (If incorrect, contact HR)
6. You will be prompted to change the PIN to a numeric password with a 6 digit minimum (9 digit maximum limit)

## Online Access (only available after registering by telephone)

: [HCPS Main Site](#) > [Staff Link](#) > [Smart Find Express \(Subs\)](#)



Home

Welcome Employee Name Today is April 2, 2013 10:12 AM



**SmartFindExpress Mobile**  
Easy and Convenient access  
from the palm of your hand

**Please click on the following links to view orientation videos on how to register and use SmartFindExpress:**  
[Employee Orientation Video](#)  
[Substitute Orientation Video](#)