

Get Started

- i** The Internet Explorer (IE) 11 desktop application will end support for certain operating systems starting June 15, 2022. Customers are encouraged to move to Microsoft Edge with IE mode.

Access the Web App

You will use your access ID and password to interact with the web app.

If your organization uses single sign-on, you will connect to your identity provider.

1. From the main navigation, choose **Profile**, then choose **Identity Provider Mapping**.
2. Click **Link** for the identity provider.
3. Follow the prompts to log in with your identity provider.

Select Role

If you fill multiple roles in SmartFind Express, you have the option to switch between roles.



Register via Phone

You will use your access ID and PIN to interact with the phone system.

You will set up your PIN.

1. Call the main system number provided by the district.
2. Enter your access ID, then press the star key.
3. When prompted for your PIN, enter your access ID again, then press the star key.

4. Record your name, then press the star key.
5. You will hear the primary location and classification set up in your profile.

 If this information is incorrect, continue with the registration process, then contact your system operator to correct the information.

6. When prompted, enter the PIN you want to use, then press the star key. The PIN must be numeric, must meet the minimum length requirements for your system, and cannot be more than nine digits.