

Welcome to SmartFind! (Absence Management)

Before you enter your absence into SmartFind Express, always enter your absence info into Employee Access/SKYWARD. LOG OUT OF EMPLOYEE ACCESS AND LOG INTO SFE. Choose sub required **yes/no** here and enter your absence information. Enter your position in the Sub Instructions

What you'll need to know to *always* access the system

- Phone number: (940) 239 - 3895
- Web address: <https://ldisd.eschoolsolutions.com>
- Access ID # is your Employee ID#: **You can find this in Employee Access**
- PIN: Same as Employee ID#

Instructions for SFE **NEW TO SFE!**

- You will need to register with the system by calling (940) 239 - 3895.
NOTE: Phone registration is required before you access the web.
- Follow the prompts to register your Access ID and update your PIN.
- You will be asked to record your name. Record your **Name, Subject Taught or Position (for paras)** and when you have finished recording, press the star (*) key. **Examples: "My name is Miss Apple, I teach 2nd Grade at Shady Shores Elementary" or "My name is Mr. Do-right, I am an ALE para at Lake Dallas Middle School".
PLEASE FOLLOW THE PROMPTS!

What you need to do *when* you access the web system for the first time

1. Open your Internet browser and access the SmartFind site. The system Welcome message and any district-wide announcements are displayed.
2. Enter your Access ID and PIN you selected when you registered by phone. (Access ID & Password)
3. Upon successful login, your home page is displayed. **You will be asked to create a password once logged in with pin.**
4. Please review your email address under the **Profile** menu and check for accuracy.
5. You can download the User Guide and watch instructional videos from the **Help** menu.

What to do if you have questions as you are using the system

- For technical issues, please **email** Robin Carroll at rcarroll@ldisd.net
- **UPDATE 8/2020 All users MUST create a PASSWORD**
- <https://ldisd.eschoolsolutions.com>
- click "Forgot password"
- follow the listed instructions for your new password creation
- make sure it's a password you can remember

You will have to create a password prior to logging in.

