SmartFind Express Substitute Mobile App

1. You must go through the 4 steps in the “SmartFind Express Substitute Web Access” document to create your web access password before you can use the Mobile App.
2. Use the appropriate QR Code to install the SmartFind Express Mobile App on your device:

SmartFind Express on Apple App Store

SmartFind Express on Google Play Store

3. Open the “SmartFind Express” app on your device.
4. Tap the “Add District” button.
5. Enter our District Access Code **DRNZ** and tap “Add District”.
6. Click the “OUACHITA PARISH SCHOOL BOARD” button.
7. Enter your Employee ID in the “User ID” field.
8. Enter your SFE password that you previously created.
9. Tap the “Sign In” button.
10. Tap “Jobs to review available, active, finished and canceled jobs.
11. Tap “Calendar” to view your job calendar.
12. Tap “Comms” to view any announcements.
13. Tap “Settings” to review/update your notification settings, locations, availability, and contact information.

***Note**: The SmartFind Express Mobile App cannot be used to perform Campus User/Administrator or Employee role functions. This mobile app only contains Substitute functionality.*