SmartFind Express Substitute Registration Card

SFE System Phone Number: 318-788-3524

SFE Help Desk Phone Number: 318-432-5227

Access ID (Employee ID): _____

SFE PIN: _____

SmartFind Express Substitute Registration

Please Note: *Before any features of SFE are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system. All substitutes must complete this step.*

Employee Registration:

1. Dial the SFE System Phone Number: 318-788-3524
2. Enter your Access ID (Employee ID) followed by the star (*) key.
3. Enter your Access ID (Employee ID) again when it asks for your PIN followed by the star (*) key.
4. Record your name followed by the star (*) key.
5. Listen to your callback number. If this information is incorrect, follow the guidance on the phone to correct it.
6. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.
7. Write down your PIN somewhere secure. You may write your Access ID (Employee ID) and PIN in the blanks above.
8. You are now registered with SFE. You may now hang up the phone call.