

SmartFind Express Employee Directions

You must register FIRST before using the website or App.

Registration:

1. Call the System Phone Number (1-833-317-1387) from a phone.
2. Enter your Access ID followed by the star (*) key. **This is also your employee ID number.**
3. Enter your Access ID again when it asks for your PIN followed by the star (*) key.
4. Record your name followed by the star (*) key.
5. Hear your callback #. Correct if necessary (you may not hear the callback #, you can keep going).
6. You will be prompted to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

***If you have a 0 or 00 in the front of your employee number, please leave it off when you are calling SmartFind to register.**

<https://www.paulding.k12.ga.us>

The screenshot shows the Paulding County School District website. The header includes the district logo, the name "Paulding County School District", and navigation links for "Students", "Parents", "Staff", "EMPLOYMENT", and a search icon. Below the header is a navigation bar with links for "Home", "Our District", "Departments", "Board of Education", "Find it Fast", and "Academics". The main content area features a Veterans Day banner. On the left, text reads: "Paulding County School District honors and remembers the brave men and women who have served our nation with courage and sacrifice. Today, we pause to express our gratitude to every veteran in our community—those who defended our freedoms, protected our families, and exemplified duty, honor, and service. Thank you for your commitment to our country. Your legacy strengthens our schools, our community, and our future." On the right, text reads: "The Paulding County School District Honors All Those Who Have Served & Are Currently Serving." Below this text is the district logo and the text "Thank You For Your Service". At the bottom, there is a row of icons for "STUDENTS", "PARENTS", "STAFF", "TRANSPORTATION", "NUTRITION", "INFINITE CAMPUS", "CANVAS", and "CALENDAR". A large yellow arrow points to the "STAFF" icon.

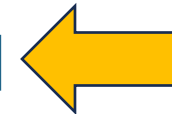
HOME > DEPARTMENTS > TECHNOLOGY DIVISION

Elementary Dashboard

Middle & High School Dashboard

Parent Dashboard

Staff Dashboard



Anonymous Tips

Canvas

Email

Employee Online

ELlevation

Infinite Campus

KickUp

Paulding Insights

Phone Portal

TalentEd (Records/SmartFind)

Tech Helpdesk

Tech Resources

KnowBe4 Training

Vector Solutions

Staff In...



Instructional Technology Help Center

HOME > DEPARTMENTS > HUMAN RESOURCES > TALENTED

- Overview
- Staff Directory
- Job Opportunities
- Nutrition Careers
- Salary Schedules and Benefits
- SmartFind Express
- Substitute Teaching

TalentED

To improve the security of your data: Records, Smartfind, & Perform will now use your district Microsoft account to sign in. If you are not already logged into your Microsoft account or signed into a district managed computer, you will be prompted to sign in with your district email address and password. If you are already signed into one of Microsoft's services, you should be automatically logged into the PowerSchool platforms and not be prompted to sign in again.

New hires who have not received district credentials yet, please use the New Hire Log in button below.

TalentED Hire



TalentED Records

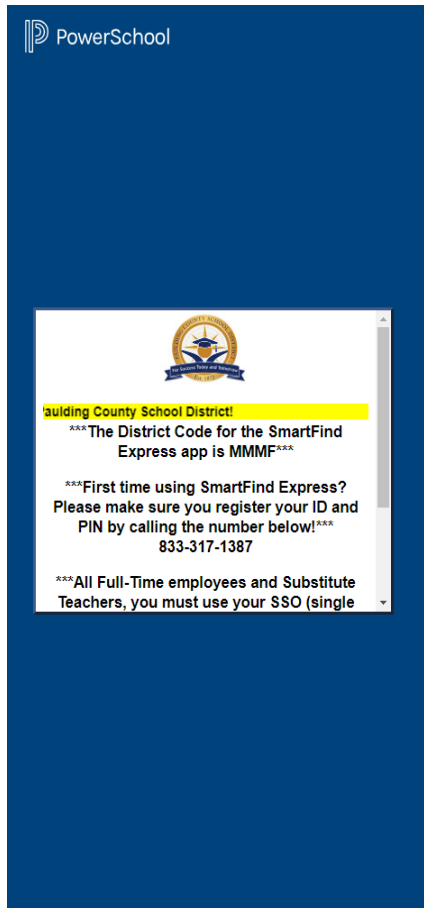


SmartFind



<https://pauldingk12.sfe.powerschool.com/>

(Your user ID and password are the same as your computer login credentials. These are your PCSD login credentials.)



Unified Talent
SmartFind Express

SIGN IN WITH

 Microsoft



Language

English

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[PowerSchool.com](https://powerschool.com)



Stop Impersonating 2 ? TB

Absences

My Calendar

Preferred Substitutes

My Schedule

Absences

June 12, 2024 03:39 PM

Create Absence

Job ID	Reason	Location(s)	Classification(s)	Start Date(s)	End Dates(s)	Substitute	Instructions
No Data Available.							

Create Absence



Basic Information

Absence Reason

Required

Absence Dates

Date selection options

Calendar Dates

< Nov > 2025 >

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Next

Schedule

Custom times for each day (Advanced Absence)

☐

Choose this if your absence will need different requirements on different days

Tuesday : 11/18/2025

☐

No Sub Required

☒ Full Day

☐ Half Day-AM

☐ Half Day-PM

☐ Custom Day

Substitute

☐ Already have a substitute in mind ?

☐

Specify

(Note: The specified substitute will be typically the first person offered the job, based on district settings)

☐

Prearranged

(Note: The selected substitute has already agreed to sub for this job and gets the job assigned)

☐

Allow substitute to view my email address

Class Instructions

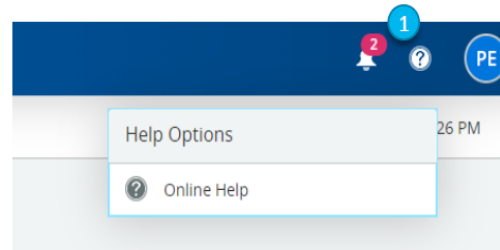
Back

Submit

How do I find Help Documentation if I get lost?

Steps:

- 1 The (?) icon on the top right will lead you to “Online Help” (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!).



SmartFind Express Mobile App. (Employees only)



Download the Unified Talent Mobile App. from the App. store or Google Play store.

Apple - <https://apps.apple.com/us/app/unified-talent-mobile/id1548304171>

Android - https://play.google.com/store/apps/details?id=com.powerschool.plpe.mobile&hl=en_US

The SmartFind Express District Code is: **MMMMF**

After you have entered the district code, you will need to enter your user ID and password. These are your PCSD login credentials. (These are the same login credentials as your computer login credentials).

Unified Talent

SFE

User ID

Password

Sign In

Change District

Change Product

Microsoft