



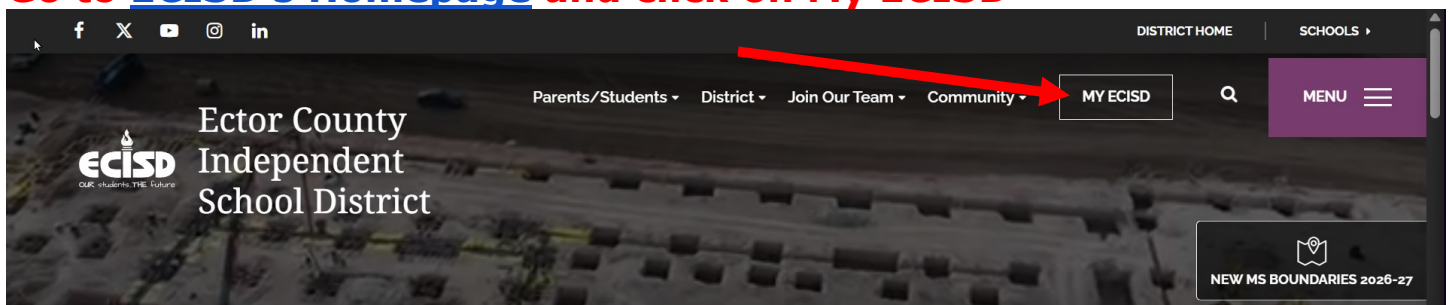
## SUBSTITUTE OFFICE

Human Resources

# Using SmartFind 2025-2026

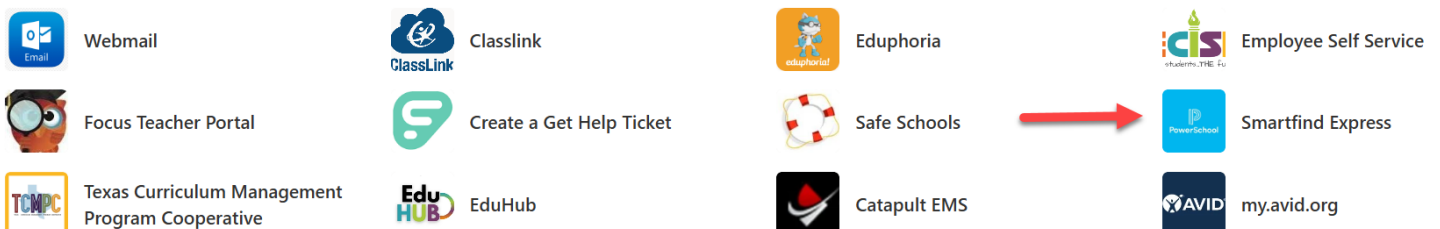
**The first time you log into SmartFind Express you will need to call 432-614-3877. You will use your Employee ID# in both the Access ID and Password the first time you login. Then record your name and change your Pin Number (Password).**

**Go to [ECISD's Homepage](#) and click on My ECISD**



**Go to SmartFind Express**

## Common Staff Links



## Log into SmartFind Express Or Click on Forgot Password



District Username

Password

Submit

[Forgot Password?](#)

## After Clicking on Forgot Password, Enter Access ID (Employee ID)



Please enter your User ID.

Further instructions will be sent to the email address on your profile

\*Access ID:

Submit

Back

## You will receive the message below to check your email.



Please enter your User ID.

Further instructions will be sent to the email address on your profile

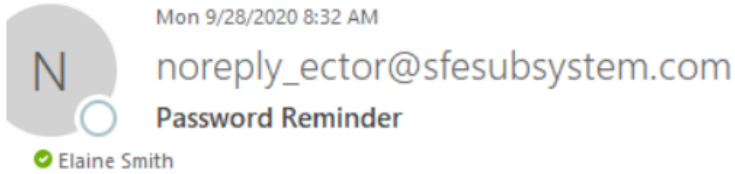
Thank you. Further instructions are being sent to the email address on your SmartFind Express profile.

\*Access ID:

Submit

Back

## Check email for link from SmartFind Click on the link in the email



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### RESET YOUR PASSWORD:

We have received a request to reset your password. If you did not make the request, please ignore this email and your password will remain the same. This link is valid only for 15 minutes.

If you would like to reset your password please click on the link below:

<https://ector.eschoolsolutions.com/ticketAction.do?ticket=yl3BhWBQuVMUIdK1Yum7zlkC4vFthUIDgzfv>

Please do not respond to this message. It is an automated e-mail generated by the system.  
Contact your SmartFind Express system administrator if you have additional questions.

## Enter Access ID (Employee ID)

## Reset your Password



### RESET PASSWORD

Please enter a new password

|                                                                             |                          |
|-----------------------------------------------------------------------------|--------------------------|
| Enter New Password:                                                         | <input type="password"/> |
| Confirm New Password:                                                       | <input type="password"/> |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |                          |

**After you reset your Password you will automatically be taken to the Login Screen.**

**Login with Employee ID as District Username and use the new Password you just created.**



District Username

Password

Submit

[Forgot Password?](#)

### **Friendly Reminders:**

- **You will be prompted via email to reset your SmartFind Express Password every 6-8 weeks. Should you get that email, follow the steps above.**
- **Your Password equals your PIN#. You and only you know your Password, so write it down and keep it in a safe place.**
- **No need to contact the Substitute office, should you have questions, get with your campus secretary.**