



Substitute Account Reference Sheet

Application/Website	Credentials Used
• New User Credentials - See new user credential sheet	Username: First name + middle name initial + last name + 3rd and 5th digits of the employee ID <i>Example:</i> sarahj.smith35@paulding.k12.ga.us Password: Unique; created on first login Initial password: See New User Credential Sheet Password Requirements: 8 characters minimum, and must have at least three of the following four: uppercase letter, lowercase letter, number, and special character
• TalentEd Records - Name changes - Direct deposit changes - Tax form changes - Access to additional checklist and forms https://paulding.tedk12.com/records 	Username: First name + middle name initial + last name + 3rd and 5th digits of the employee ID <i>Example:</i> sarahj.smith35@paulding.k12.ga.us Password: Same unique password created – same as district computer login, SmartFind Express, and Employee Online
• District Computer Log-In - When needed for classroom instruction	Username: First name + middle name initial + last name + 3rd and 5th digits of the employee ID <i>Example:</i> sarahj.smith35@paulding.k12.ga.us Password: Same unique password created - same as TalentEd Records, SmartFind Express, and Employee Online
• Employee Online - Paystubs - W-2's - Address changes - Tax Forms https://www.paulding.k12.ga.us/Page/45356 	Username: First name + middle name initial + last name + 3rd and 5th digits of the employee ID <i>Example:</i> sarahj.smith35@paulding.k12.ga.us Password: Same unique password created - same as TalentEd Records, SmartFind Express, and district computer login



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● PowerSchool SmartFind Express - Substitute Absence Management - Job assignments https://pauldingk12.sfe.powerschool.com/ *Must call to register prior to using website or app* 	Username: <i>First name + middle name initial + last name + 3rd and 5th digits of the employee ID</i> <i>Example: sarahj.smith35@paulding.k12.ga.us</i> Password: <i>Same unique password created - same as district computer login, TalentEd Records, and Employee Online</i>
● SmartFind Express Substitute Mobile App 	Apple Android District Code – MMMF 