Sub Central
Smart Find Express
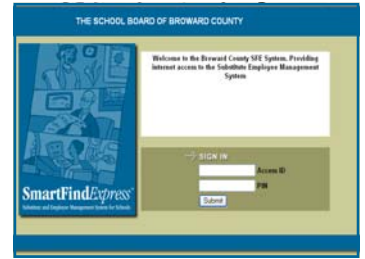
Report your absences 24/7 by either:

1. Phone - 754-212-8164 or,

2. Internet - https://broward.eschoolsolutions.com

SmartFind*Express* Access IDs are the employee's Personnel Number. When accessing the automated system, all users will enter their Personnel Number as the Access ID.
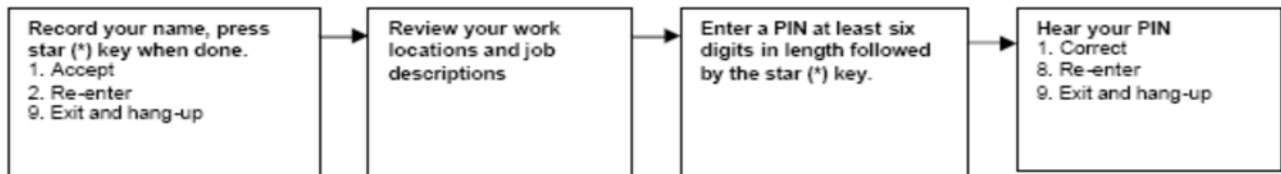
My Access ID: _____   **My PIN:** _____

Absence Reasons

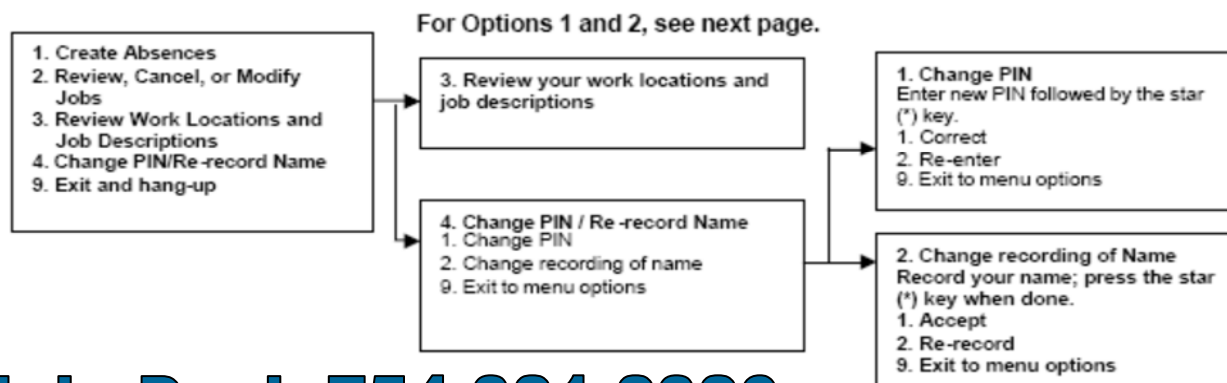|		
ILLNESS	TDA	PERSONAL REASONS
CAMPUS DUTIES	FAMILY ILLNESS/BEREAVEMENT	JURY DUTY/OFFICIAL

Employee Registration

Enter your Access ID, followed by the star (*) key. When prompted for PIN enter Access ID. The system will the go thru the following steps:

| Record your name, press star (*) key when done.
1. Accept
2. Re-enter
9. Exit and hang-up | → | Review your work locations and job descriptions | → | Enter a PIN at least six digits in length followed by the star (*) key. | → | Hear your PIN
1. Correct
8. Re-enter
9. Exit and hang-up |

Employee Menu

Enter Access ID, followed by star (*) key.
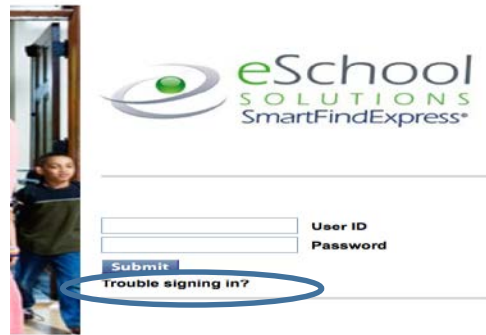Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

For Options 1 and 2, see next page.

| 1. Create Absences
2. Review, Cancel, or Modify Jobs
3. Review Work Locations and Job Descriptions
4. Change PIN/Re-record Name
9. Exit and hang-up | → | 3. Review your work locations and job descriptions | |
| | | 4. Change PIN / Re-record Name
1. Change PIN
2. Change recording of name
9. Exit to menu options | → |

1. Change PIN
Enter new PIN followed by the star (*) key.
1. Correct
2. Re-enter
9. Exit to menu options

2. Change recording of Name
Record your name; press the star (*) key when done.
1. Accept
2. Re-record
9. Exit to menu options

Help Desk 754-321-2320

Request Password in SmartFind

https://sems.browardschools.com

1. Press Trouble signing in	
2. Enter Personnel number assigned by SBBC without P and leading zero 3. Type in security phrase	
4. Your password will be emailed to you	