

Smartfind Express

(Absence Tracking and Automated Substitute System)

If you are a **first time** SmartFind user:

The **first time** you access the system you must do so by phone.

Call 512-523-6320

The system will ask you for your ACCESS ID: enter your EMPLOYEE ID number (without the leading zeros). Then you will be asked to enter your PIN: enter your EMPLOYEE ID number again (no leading zeros).

You will then be asked to record your name and choose a new PIN. Your new PIN must be at least 6 digits and can only be numeric.

If you hear “invalid” when attempting this, please contact the help desk.

Please do not wait until you need to enter an absence to set up your smartfind account.

If you are a returning user & already have your PIN:

You can access the system from the phone as above
or on the internet:

www.hayscisd.net/smartfind

Online, you log in with your district credentials.

The ID and PIN are for phone use only.

When you log in for the first time, please **be sure to validate your email address**, that way if you forget your phone PIN it can be emailed to you. If you have additional questions, please email:
tricia.griffith@hayscisd.net

FYI: Even if your position does not require a substitute, you are still **required enter your absences in the system.**

Absences cannot be entered after the fact, you must enter prior to or on the day of the absence. If you did not get your absence entered on time, your campus or department representative can assist you.