



DISTRICT SCHOOL BOARD ONTARIO NORTH EAST

Welcome to 

We are excited to announce that we are updating the way **Elementary Teachers** report their absences and request substitutes.

This new system will be ready for registration starting on **September 1, 2012**

What you'll need to know to always access the system:



- Phone number: **1-855-704-8360**
- Web address: **ontarionortheast.eschoolsolutions.com**
- Access ID #: **your employee number**
- PIN: **you will create this when you register**

What you need to do the first time you use the system



- You will need to register with the system by calling **1-855-704-8360**. *NOTE: Phone registration is required before you can access the web system.*
- Enter your Access ID (employee #), followed by the star (*) key.
- **When the system asks for your PIN, enter your Access ID again, followed by the star (*) key.**
- You will be asked to record your name. Record your name and when you have finished recording, press the star (*) key.
- Create your PIN. Enter the PIN you want to use followed by the star (*) key. The PIN must be numeric, must meet the minimum length requirements for your system and cannot be more than 9 digits.

What you need to do when you access the web system for the first time



- Open your Internet browser and access the *SmartFindExpress* site. The system Welcome message and any district-wide announcements are displayed.
- Enter your Access ID and PIN you selected when you registered by phone.
- Upon successful login, your home page is displayed.
- Please review/update your email address under the **Profile** menu.
- You can download the User Guide and watch instructional videos from the **Help** menu.

What to do if you have questions



- Use the step-by-step instruction guide, for both substitutes and employees (found on the Board's website), to walk you through using the system.
- For technical issues, please call (705) 360-1151 x17600 locally or 1-800-381-7280 x17600