



PowerSchool/SmartFind Express Guide



Doug Barrett - PowerSchool/SmartFind Express County Administrator

Direct Line: 304-369-8276 | Email: dbarrett@k12.wv.us



ALL NEW EMPLOYEES must register in PowerSchool/SmartFind Express before accessing their account or accepting jobs.



Steps for Registration



Call 1-877-214-2602. You will hear: "Welcome to Boone County Schools PowerSchool/SmartFind Express."

1

1. Enter your Access/Employee ID followed by the # key. Your Access/Employee ID is the 90600xxxx number assigned to you when you were hired. It is also printed on your employee ID badge. If you are unsure of your number, contact the county administrator.

2

2. Enter your PIN followed by the * key. Your initial PIN is your 90600xxxx employee number until you change it.

3

3. Record your name and accept the recording. State your FIRST and LAST name clearly. If you are a full-time employee, substitutes will hear this recording when they receive calls to work for you. The system will play back your recording and allow you to re-record it if needed.

4

4. Change your PIN. Enter your new PIN followed by the * key. Your PIN may be any 6 numbers of your choice. If you forget your PIN, contact the county administrator for assistance.

5

5. Complete registration. After you listen to the playback and are satisfied with your information, registration is complete and you are active in PowerSchool/SmartFind Express.



PLEASE NOTE: SmartFind Express caller ID will show 'SFE Sub System' and may call from 1-877-214-2602 or 304-239-0683.



Steps for Setting Up SmartFind on a Cell Phone



Phone access: If you are logging in by cell phone or home phone, call 1-877-214-2602. You will need your Access/Employee ID and PIN and/or password.



Mobile app: Search for SmartFind Express and select the appropriate app for your employee type. When setting up PowerSchool/SmartFind Express on your cell phone, you will be asked for the district code.

District Code

NFNX



Please do not hesitate to contact me if you need assistance with PowerSchool/SmartFind Express.