

Smartfind Express Registration



Who registers for a PIN

All employees eligible for benefits must register with the FWISD SmartFind Express® absence reporting system, this includes:

- All school site personnel
- Department personnel
- Maintenance personnel
- Custodial personnel
- Part-time Hourly ZZF
- Food Service personnel

When?

New hire employees can register within 10 days after their new hire orientation. If you are unable to register within 10 days, please notify us by email at TSSI@fwisd.org.

How to register for a PIN

Employees can only register their profiles by telephone, NOT by internet.

(Once you register your profile, you will gain access to report absences using the online website.)

- Preselect a pin, at least 5 digits in length
- Call 817-814-SUBS (7827)
- When prompted Use your Employee ID as your Access ID, followed by the Asterisk (*) key and also use your Employee ID as your PIN followed by the Asterisk (*). (You will change this later when prompted.)
- Voice in your name. (This recording will be heard when subs review your absences.)
- Review your profile. Check work location, assignments, and hours worked (if any of this is not correct, your school/department secretary can email us at TSSI@fwisd.org after you finish registering.)
- When prompted, enter your pre-selected PIN. (Your Access ID will remain as your Employee Number but your pin will now be what you have selected.)
(Please keep this in a safe place.)
- You can continue using the system to report an absence or simply hang up.

CENTRAL CALLING/SUBSTITUTE OFFICE CONTACT INFORMATION

817-814-SUBS (7827)

(Automated Line)

OFFICE # 817-814-2780

(Main office)

FAX: 817-814-2785

Website for reporting absences: <https://fortworth.eschoolsolutions.com/>