Welcome to SmartFindExpress!

Please follow the instructions below to register and access the system.

Phone Registration
What you need to do the *first time* you use the system

- Register with the system by calling: **(877) 528-7378.**
- **Access ID: Employee Number**
- **PIN: Date of Birth (MM/DD/YY)**
  NOTE: Phone registration is required **BEFORE** you access the web site.
- Enter your Access ID, followed by the star (*) key.
- The system will then prompt you to enter your PIN.
- You will be asked to record your name. When you have finished recording, press the star (*) key.

Web Access
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.
  https://lausd.sfe.powerschool.com

- You will use your Single Sign-On to access.
- Upon successful login, your home page is displayed. Please review your contact information under the Profile menu. Any needed updates will be made via the LAUSD self-service portal and will updated in the SmartFindExpress system daily.
  Link to self-service portal: https://ess.lausd.net

- You can watch instructional videos from the login page or once logged in; you can download the User Guide from the Help menu.

What to do if you have questions

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- For questions related to your substitute assignment or the SmartFindExpress system please call: **(213) 241-6117.**
- If you need assistance with your Single Sign-On please contact the Information Technology (IT) Help Desk at: **(213) 241-5200.**