

WELCOME TO BELLMONT: SECTION III
Certified Teachers Substitute Information

REGION 8 INFO FOR TEACHERS

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Welcome to SmartFindExpress!

HOW TO REGISTER & SET YOUR PIN

What you'll need to know to access the system

- System Phone number: 877-403-6647
- Web address: <https://region8.eschoolsolutions.com>
- Access or User ID #: **In order to register, you will use your 7-digit phone #**
- PIN/Password: You will choose a 6-9 digit PIN/Password when you call in to register so have a 6-9 digit # in mind
- Once we receive your North Adams Employee Code #, (after your first paycheck) we will change your User ID to 111+ your NACS Employee Code # (i.e. if code # is 452, your ID will then be 111452).

What you need to do the first time you use the system (before you can access the on-line system)

- You will need to register with the system by calling 877-403-6647.
NOTE: Phone registration is **required before** you can access the website.
- Enter your Access ID, followed by the star (*) key. (see ABOVE**)
- When the system asks for your PIN, enter your Access ID again, followed by the star (*) key. (see ABOVE**)
- You will be asked to record your name. When you have finished recording, press the star (*) key. You can re-record as needed.
- Listen to the Location & Classification. Contact the Help Desk if any changes are needed.
- Create your PIN/Password - Enter the # you want to use followed by the star (*) key. The PIN/Password must be numeric and 6-9 digits.

What you need to do to access the website (after you have called into register)

1. Access the SmartFindExpress site at <https://region8.eschoolsolutions.com>. The system Welcome message and any district-wide announcements are displayed.
2. Enter your Access ID and the PIN/Password you selected when you registered by phone.
3. Upon successful login, your home page is displayed.
4. Please review/update your email address under the **Profile** menu on the upper right.
5. You can download the User Guide and watch instructional videos from the **Help** menu.

What to do if you have questions as you are using the system

- Use the step-by-step Quick Reference to walk you through using the system.
- For additional help, call the Help Desk M-F 6:00 am - 4:30 pm M-F 800-669-4565, 260-423-0030 or email subservice@r8esc.k12.in.us