

# Registering for Smart Find Express

**You must register by phone.**

1. Call (734) 242-5356
2. Enter your Access ID followed by the \* key (phone number WITHOUT the area code)
3. Enter your Access ID number again when it asks for your PIN followed by the \* key
4. Record your name followed by the \* key
5. Hear your call back number. Correct this if necessary
6. You will be asked to select a new pin number.

**Enter a pin number at least six digits in length followed by the \* key.**

Once you have completed the steps above, you can then review open positions by phone or website.

## Smart Find Express calls substitutes

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:00 a.m.	5:00 p.m. – 10:00 p.m.
Sundays/Holidays	None	5:00 p.m. – 10:00 p.m.

## To Access by Telephone:

Call (734) 734-242-5356

Enter your access id and pin numbers. Follow the prompts to complete options.

## To Access On The Website:

Go to the MCISD Website

[www.monroeisd.us](http://www.monroeisd.us)

Click on "Quick links"

Scroll down to "Smart Find Express"

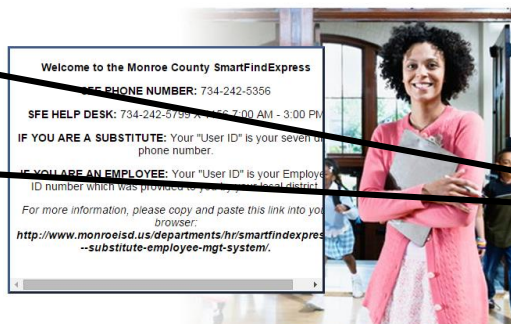
Click on "Smart Find Express"



User ID: telephone # without  
the area code

Password: (the pin # you created)

Click "Submit"



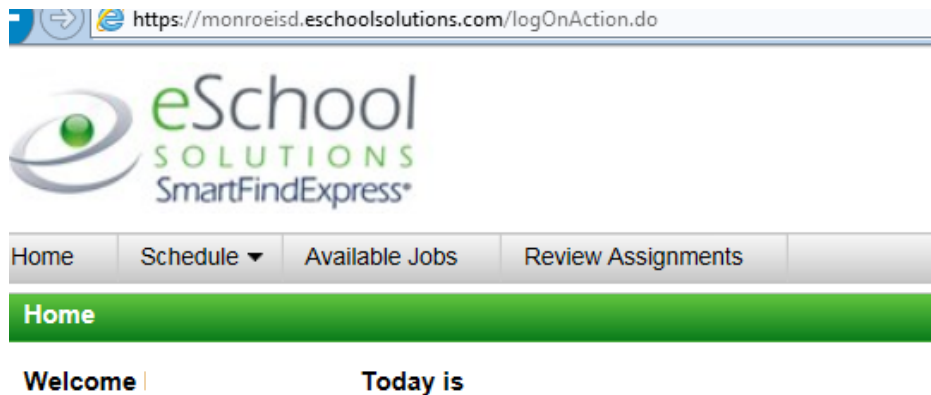
User ID  
Password

Submit  
Trouble signing in?

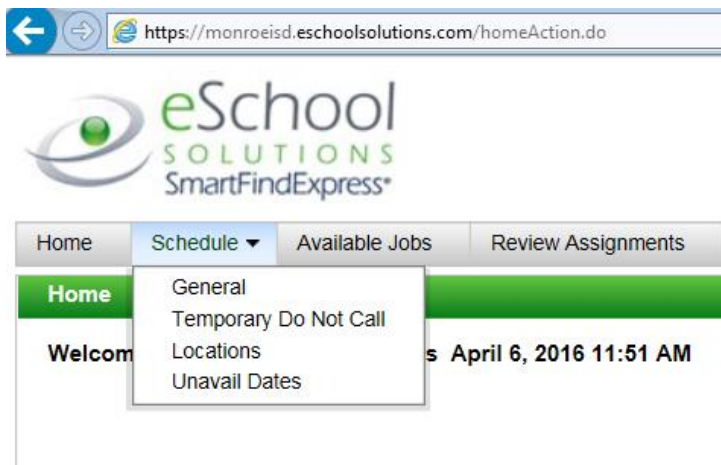


# Smart Find Express (SFE)

## Home Page

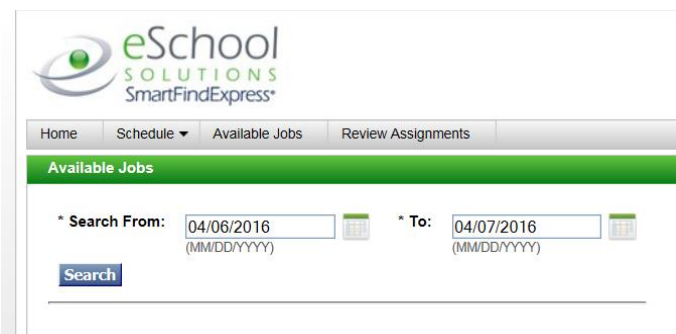


Under the schedule, you can view available days, location preferences, and make your self unavailable:



Locations can be updated or changed by calling the sub office at (734) 242-5799, ext. 1156 or emailing [jennifer.dively@monroeisd.us](mailto:jennifer.dively@monroeisd.us)

## search for available jobs by date



## Review assignments

