

# HOW TO REGISTER FOR SMARTFIND EXPRESS

Automated phone system: 1.877.403.6647

SmartFind Express: [www.region8.sfe.powerschool.com](http://www.region8.sfe.powerschool.com)

1. Call the automated phone system
2. Enter your access ID (last 7 of your phone number  
ex. your phone number is 260.555.1234, your access ID  
will be 5551234.)
3. When the system asks for your PIN, enter your access  
ID again.
4. The system will then ask you to create a new PIN
5. Go online to the SmartFind Express website
6. Type in your access ID
7. Enter in your new PIN number for your password.
8. Create a new password.

**You are now registered!**

Please keep in mind your PIN and password are separate. The PIN is to log on by calling the automated phone system. The password is to log on to the SmartFind Express website.

