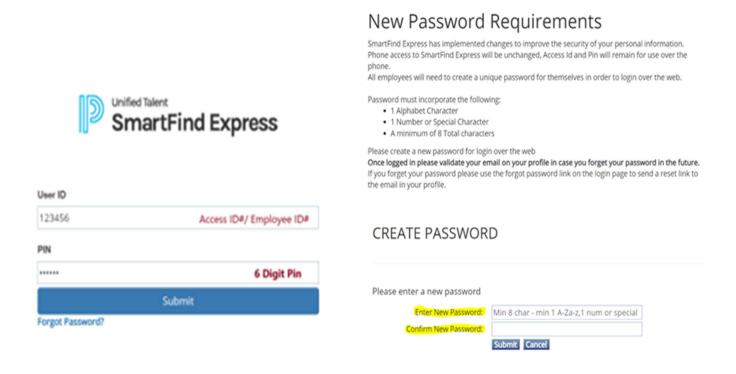
How to Register for Smartfind Express

- 1. Call (281) 725-6973 and follow the instructions. Enter your Access ID# (employee ID#) and Temporary Pin (employee ID#) to set up a 6-digit PIN.
- 2. **Register your 6-digit PIN** in SmartFind Express Online using a desktop computer. Note: *You cannot complete this registration process using a cell phone.*
- 3. After creating your 6-digit PIN, log in with your User ID (employee ID#) and PIN. The system will prompt you to create a second password for SmartFind Express Online Access, which must include both letters and numbers. This second password will be used for future logins.



- 4. Check your email to validate your email address.
 - PIN and Password Details:
 - Use your PIN# to access SFE via phone call.
 - Use the Password for accessing SFE online or through the app.
- 5. 2 Downloading the App:
 - Log in to the app only after you have created your password on a desktop computer.
 - Download the app from the App Store or Google Play Store.
 - Add your District by entering the District Code: CCCM.