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**What you'll need to know to *always* access the system**



- Phone number: 1-866-938-7559
- Web address: <https://sesc.eschoolsolutions.com>
- Access ID #: \_\_\_\_\_
- PIN: \_\_\_\_\_

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



- You will need to register with the system by calling 1-866-938-7559.  
**NOTE:** Phone registration is **required before** you access the web.
- Enter your Access ID, followed by the star (\*) key.
- When the system asks for your PIN, enter your Access ID again, followed by the star (\*) key.
- You will be asked to record your name. Record your name and when you have finished recording, press the star (\*) key.
- Create your PIN. Enter the PIN you want to use followed by the star (\*) key. The PIN must be numeric, must meet the minimum length requirements for your system and must be between 6 and 9 digits.

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**What you need to do *when you* access the web system for the first time**



- Open your Internet browser and access the SmartFind site. The system Welcome message and any county-wide announcements are displayed.
- Enter your Access ID and PIN you selected when you registered by phone.
- Upon successful login, your home page is displayed.
- Please review/update your email address under the **Profile** menu.
- You can download the User Guide and watch instructional videos from the **Help** menu.

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**What to do if you have questions**



- Please see the bifold step-by-step instruction guide to walk you through using the system.
- For technical issues, please call 304-872-6440 from 8:00 a.m. to 4:00 p.m.