Welcome to Absence Management!

We are excited to announce that we are updating the way Employees report their absences and request substitutes. This new system will be ready for full use on July 1, 2020.

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

- Phone number: 941-845-6560
- Web address: https://charlottecounty.eschoolsolutions.com
- Access ID #:   **Employee ID # minus the first digit**
- PIN: **Six digit number you will determine upon registering (see below)**

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

- You will need to register with the system by calling (941) 845-6560.
  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.
5. 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 cannot be more than 6 digits.

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

1. Open your Internet browser and access the SmartFind*Express* site. The system Welcome message and any district-wide announcements are displayed.
2. Enter your Access ID and PIN 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.
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 instruction guide from the **Help** menu in SFE to walk you through using the system.
- For technical issues, please call your supervisor or Human Resources at 941-255-0808 x 7.

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