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| eSchool_logo_SFE**What you’ll need to know to *always* access the system** | * Phone number: 1-866-938-7559
* Web address: https://resa4.eschoolsolutions.com
* Access ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* PIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **What you need to do the *first time* you use the system**MC900434383[1] | * 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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| MC900442038[1]**What you need to do *when you* access the web system for the first time** | * Open your Internet browser and access the SmartFindsite. The system Welcome message and any district-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**MC900434411[1] | * Use the enclosed step-by-step instruction guide to walk you through using the system.
* For technical issues, please call 304-872-6440 or 1-800-251-7372 ext. 202 or 213, from 6:00 a.m. to 2:00 p.m.
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