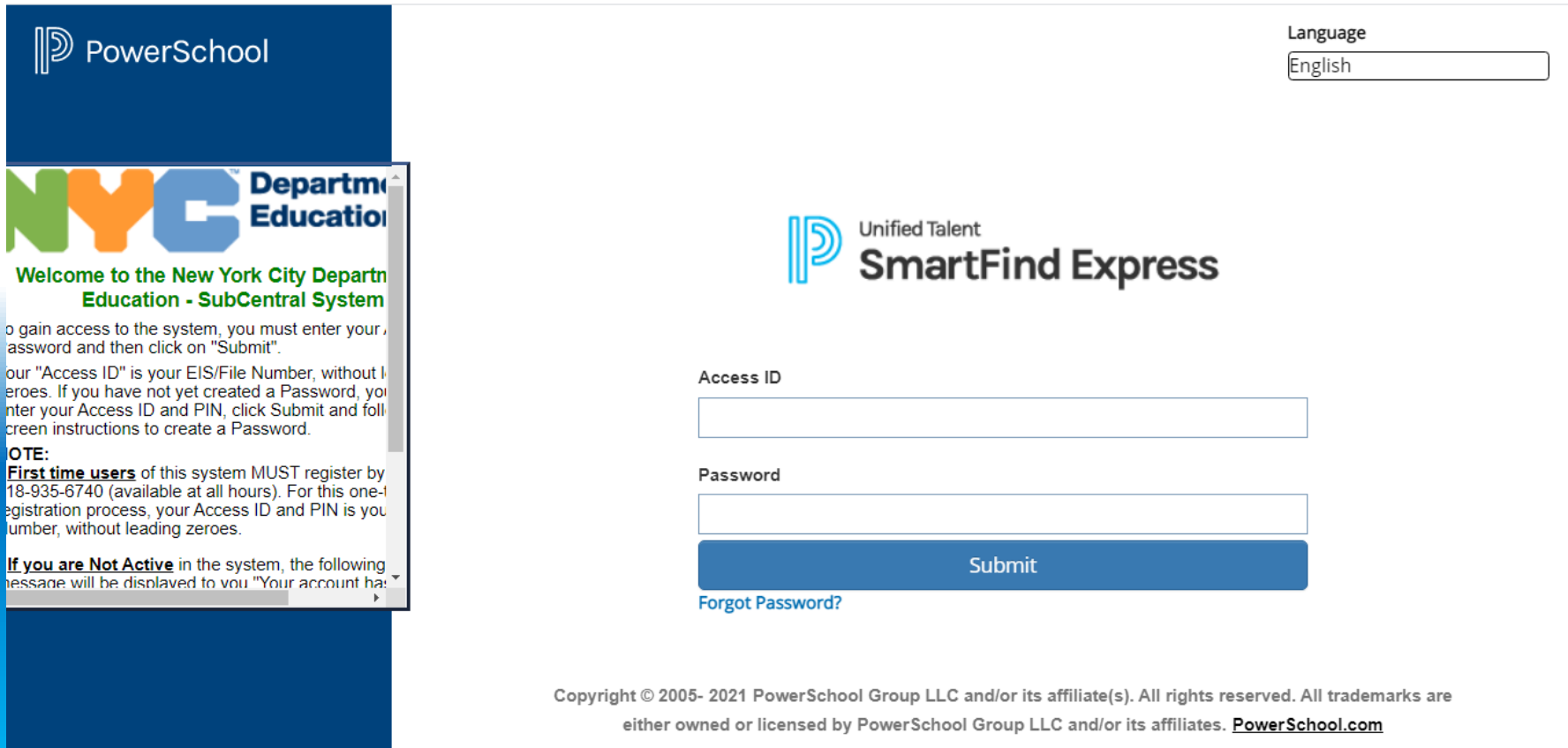


The SubCentral System for Substitutes

Managing Your Profile

Log-in Screen

You must complete the one-time registration by phone before you are able to access the system online. Enter your User ID (File/EIS number) and the Password (PIN) you created. Then click the Submit button.



The screenshot shows the login interface for the Unified Talent SmartFind Express system. On the left, there is a blue sidebar with the PowerSchool logo and a scrollable help window. The main content area features the system logo, a language dropdown menu, and two input fields for 'Access ID' and 'Password'. A blue 'Submit' button is positioned below the password field, with a 'Forgot Password?' link underneath. At the bottom, a copyright notice is displayed.

PowerSchool

Language
English

NYC Department of Education

Welcome to the New York City Department of Education - SubCentral System

To gain access to the system, you must enter your Access ID and Password and then click on "Submit".

Your "Access ID" is your EIS/File Number, without leading zeroes. If you have not yet created a Password, you must first create one. To enter your Access ID and PIN, click Submit and follow the on-screen instructions to create a Password.

NOTE:
First time users of this system MUST register by calling 1-800-935-6740 (available at all hours). For this one-time registration process, your Access ID and PIN is your EIS/File Number, without leading zeroes.

If you are Not Active in the system, the following message will be displayed to you "Your account has expired. Please contact your administrator for more information."

Unified Talent
SmartFind Express

Access ID

Password

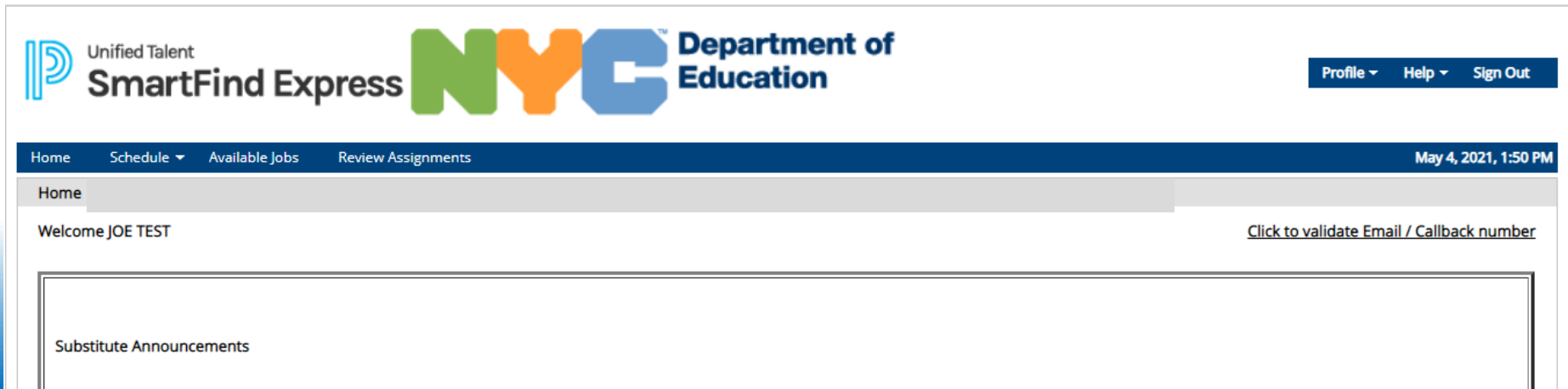
Submit

[Forgot Password?](#)

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Home Screen

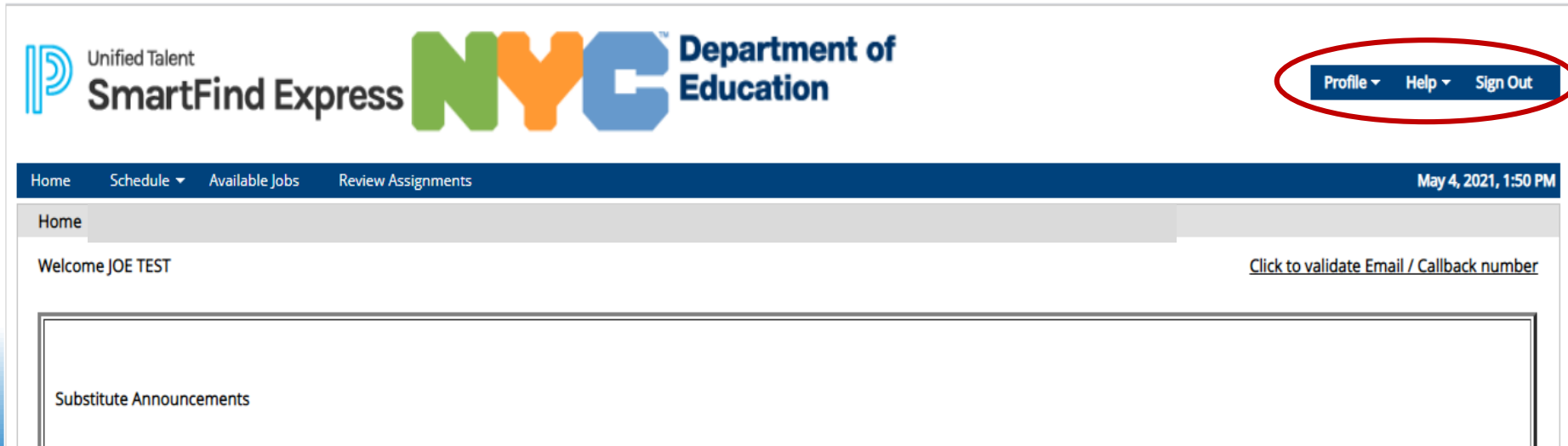
Your home page displays various tabs that allow you to navigate through the system, review your information and manage your profile. It also contains important information pertaining to your employment. Be sure to read your home page periodically.



The screenshot shows the home screen of the SmartFind Express system. At the top left, there is a logo for 'Unified Talent SmartFind Express' and the 'NYC Department of Education' logo. On the top right, there are links for 'Profile', 'Help', and 'Sign Out'. Below the header, there is a navigation bar with tabs for 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Home' tab is selected. The main content area displays a welcome message: 'Welcome JOE TEST' and a link to 'Click to validate Email / Callback number'. Below this, there is a section titled 'Substitute Announcements' which is currently empty.

Home Page

The tabs on the top right allow you to manage your profile, view brief general training videos and sign out of the system.



The screenshot shows the user interface of the SmartFind Express system. At the top left, there is a logo for 'Unified Talent SmartFind Express' and the 'NYC Department of Education' logo. On the top right, a dark blue navigation bar contains three items: 'Profile', 'Help', and 'Sign Out', each with a small downward arrow. This navigation bar is circled in red. Below this is a dark blue header bar with navigation tabs: 'Home', 'Schedule', 'Available Jobs', and 'Review Assignments'. The 'Home' tab is selected and highlighted. The date and time 'May 4, 2021, 1:50 PM' are displayed on the right side of this header. The main content area has a light gray background and contains the text 'Welcome JOE TEST' on the left and a link 'Click to validate Email / Callback number' on the right. Below this is a large white rectangular box with a thin border, containing the text 'Substitute Announcements'.

Profile Tab

Hover your mouse over the Profile Tab and the system will display a drop down menu with various links.

Department of
Education

Profile ▾ Help ▾ Sign Out

Personal Information

My Acknowledged Notifications

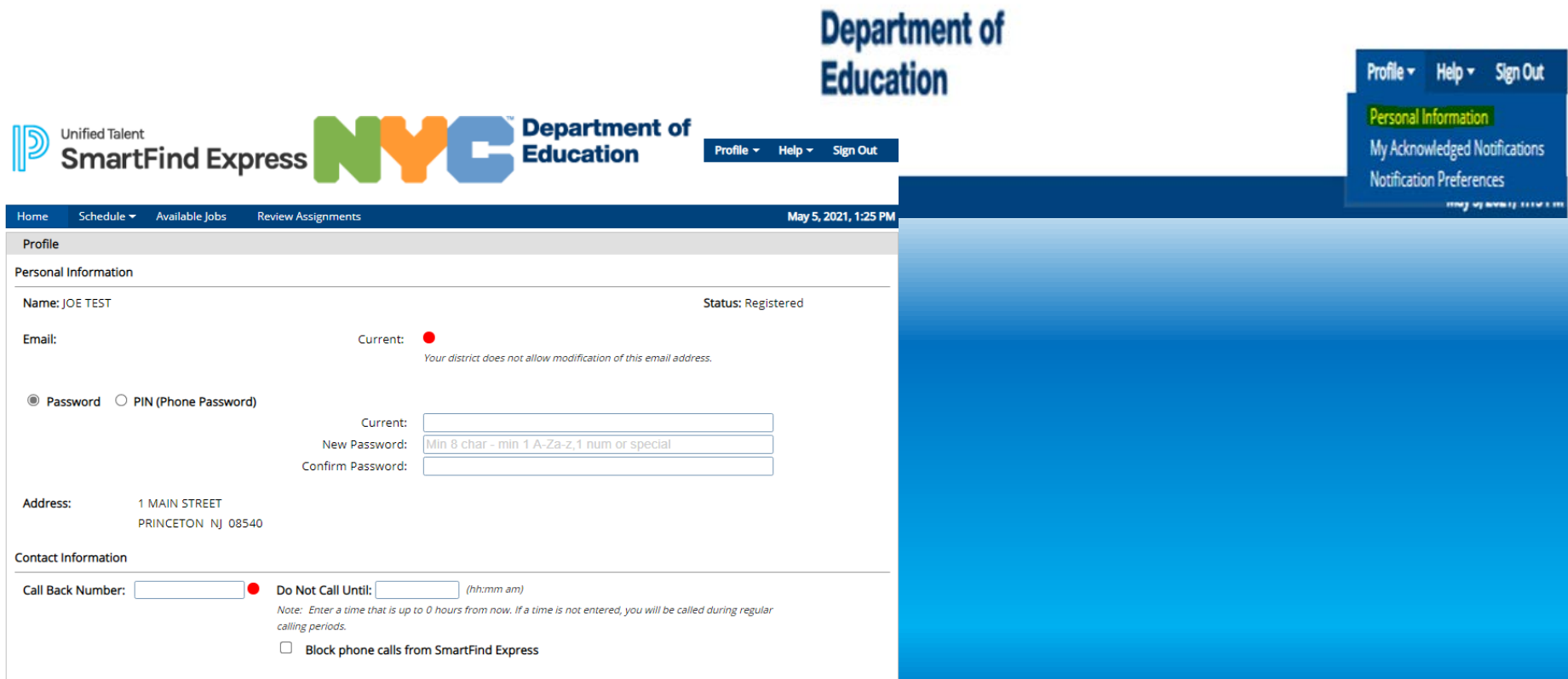
Notification Preferences

© 2012 NYC Department of Education

Profile Tab

Click on Personal Information and you will be able to view the mailing address the system has on file for you along with update your PIN & Password.

Note: The mailing address cannot be changed on the SubCentral System. If it is incorrect, you must contact HR Connect (718-935-4000) to obtain information regarding updating your mailing address with the Department of Education.



The screenshot shows the 'Profile' tab in the SmartFind Express system. The page header includes the NYC Department of Education logo and navigation links for 'Profile', 'Help', and 'Sign Out'. The main content area is titled 'Personal Information' and displays the following details:

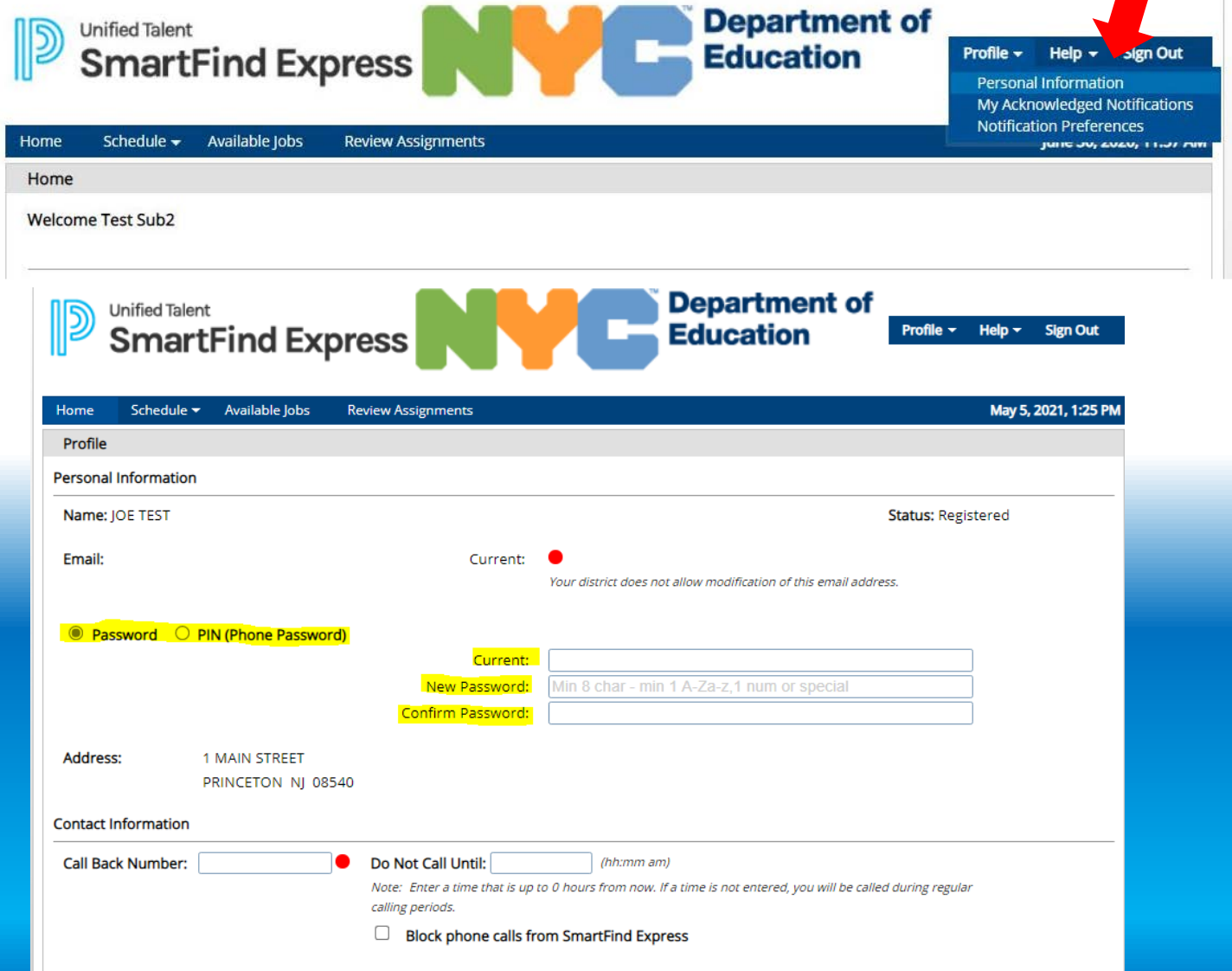
- Name:** JOE TEST
- Status:** Registered
- Email:** A red dot indicates an error, with the message: "Your district does not allow modification of this email address."
- Authentication:** Radio buttons for 'Password' (selected) and 'PIN (Phone Password)'. Below are fields for 'Current', 'New Password' (with a hint: "Min 8 char - min 1 A-Za-z, 1 num or special"), and 'Confirm Password'.
- Address:** 1 MAIN STREET, PRINCETON NJ 08540
- Contact Information:** Fields for 'Call Back Number' and 'Do Not Call Until' (with a hint: "(hh:mm am)"). A note below states: "Note: Enter a time that is up to 0 hours from now. If a time is not entered, you will be called during regular calling periods." There is also a checkbox for 'Block phone calls from SmartFind Express'.

A secondary navigation menu on the right side of the page lists: 'Profile', 'Help', 'Sign Out', 'Personal Information' (highlighted), 'My Acknowledged Notifications', and 'Notification Preferences'.

Profile Tab

You can change your Password or PIN by:

1. Click on Profile
2. Select Personal Information
3. Select Password OR PIN options
4. Enter and Reenter the new Password or PIN
5. Click Save



Unified Talent SmartFind Express NYC Department of Education

Profile ▾ Help ▾ Sign Out

Personal Information
My Acknowledged Notifications
Notification Preferences

Home Schedule ▾ Available Jobs Review Assignments

Home

Welcome Test Sub2

Unified Talent SmartFind Express NYC Department of Education

Profile ▾ Help ▾ Sign Out

Home Schedule ▾ Available Jobs Review Assignments May 5, 2021, 1:25 PM

Profile

Personal Information

Name: JOE TEST Status: Registered

Email: Current: ●
Your district does not allow modification of this email address.

Password PIN (Phone Password)

Current:

New Password: Min 8 char - min 1 A-Za-z, 1 num or special

Confirm Password:

Address: 1 MAIN STREET
PRINCETON NJ 08540

Contact Information

Call Back Number: ● Do Not Call Until: (hh:mm am)

Note: Enter a time that is up to 0 hours from now. If a time is not entered, you will be called during regular calling periods.

Block phone calls from SmartFind Express

Profile Tab

You can change your Callback Number which is the telephone number the system will use to contact you. Be sure to click Save to confirm any changes.

Unified Talent
SmartFind Express **NYC** Department of
Education

Profile ▾ Help ▾ Sign Out

Home Schedule ▾ Available Jobs Review Assignments May 5, 2021, 1:25 PM

Profile

Personal Information

Name: JOE TEST Status: Registered

Email: Current: ●
Your district does not allow modification of this email address.

Password PIN (Phone Password)

Current:

New Password:

Confirm Password:

Address: 1 MAIN STREET
PRINCETON NJ 08540

Contact Information

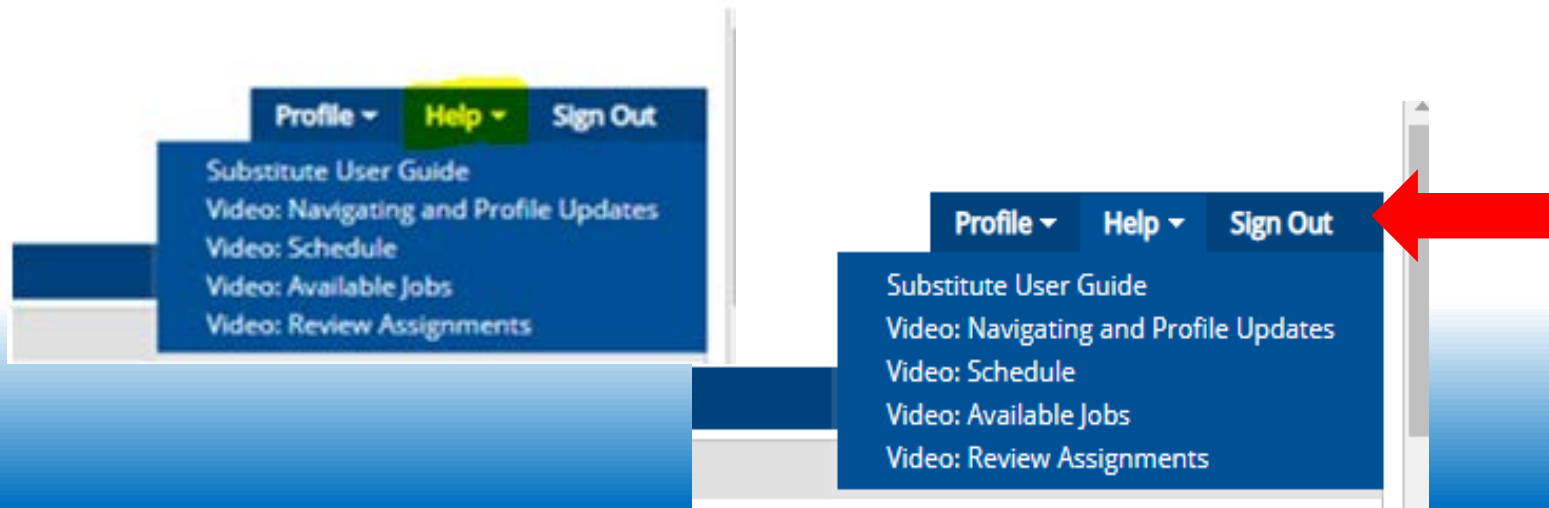
Call Back Number: ● Do Not Call Until: (hh:mm am)

Note: Enter a time that is up to 0 hours from now. If a time is not entered, you will be called during regular calling periods.

Block phone calls from SmartFind Express

Help Tab

The SubCentral System has brief training videos that provide general information on managing your profile. Hover over the Help menu and click on the video of your choice. Be sure to turn up the volume on your computer.



Sign Out

Be sure to click Sign Out when you complete your session to ensure that you have completely logged out of the SubCentral system.

Good luck and we wish you
much success as a substitute
with the New York City
Department of Education