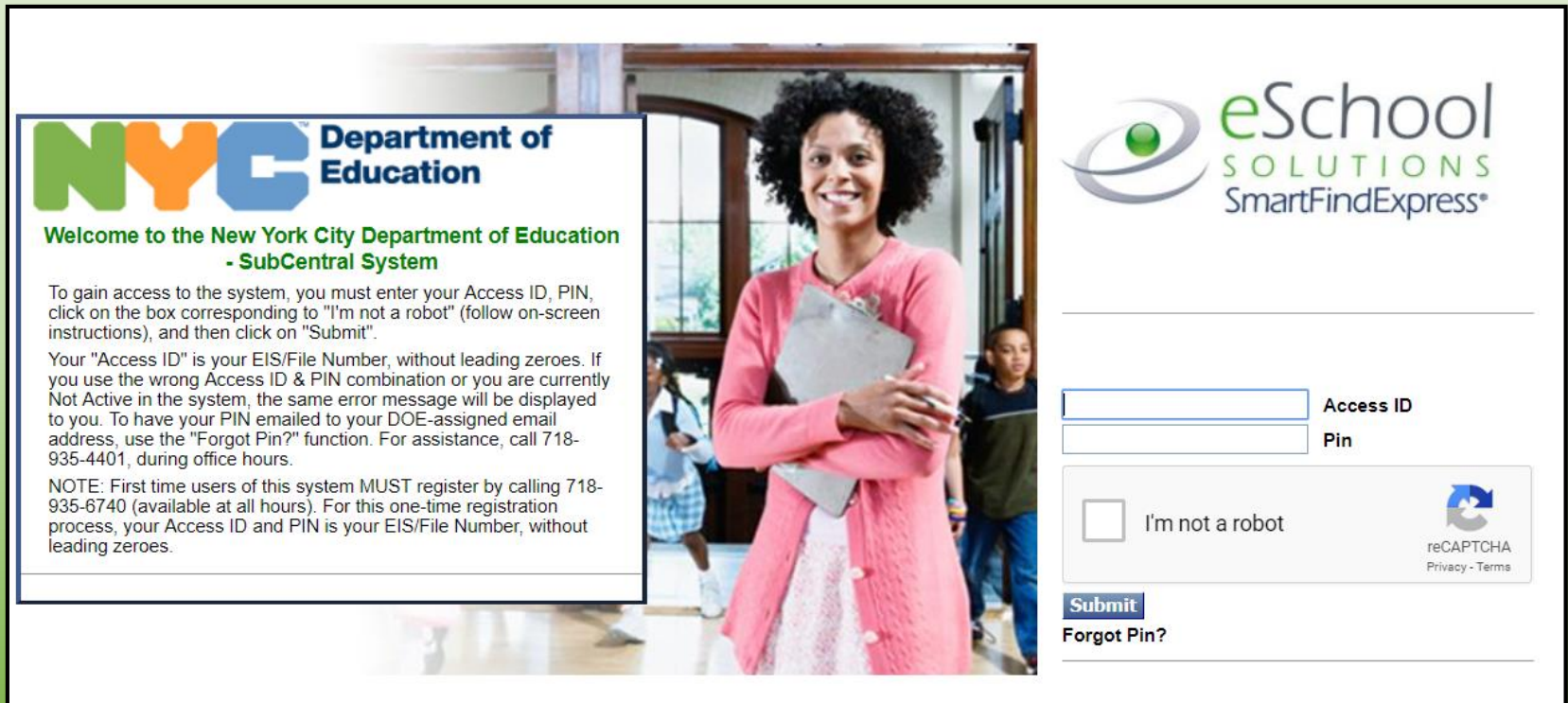


The SubCentral System for Full Time Employees

Managing Your Profile

Log-In Screen

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




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, PIN, click on the box corresponding to "I'm not a robot" (follow on-screen instructions), and then click on "Submit".


Your "Access ID" is your EIS/File Number, without leading zeroes. If you use the wrong Access ID & PIN combination or you are currently Not Active in the system, the same error message will be displayed to you. To have your PIN emailed to your DOE-assigned email address, use the "Forgot Pin?" function. For assistance, call 718-935-4401, during office hours.

NOTE: First time users of this system MUST register by calling 718-935-6740 (available at all hours). For this one-time registration process, your Access ID and PIN is your EIS/File Number, without leading zeroes.



Access ID

Pin

I'm not a robot 
reCAPTCHA
Privacy - Terms

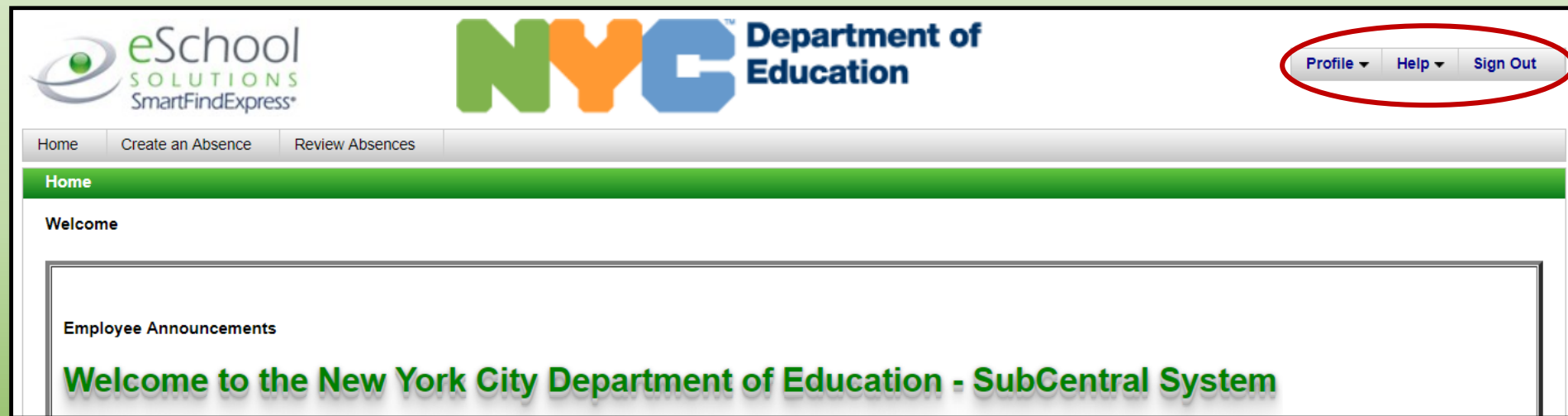
Submit

[Forgot Pin?](#)

Home Page

Your home page displays various tabs that allow you to navigate through the system, view your information and manage your profile.

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



The screenshot shows the home page of the NYC Department of Education SubCentral System. At the top left is the eSchool SOLUTIONS SmartFindExpress logo. In the center is the NYC Department of Education logo. On the top right, there are three navigation links: Profile, Help, and Sign Out, which are circled in red. Below the navigation links is a horizontal menu with three tabs: Home, Create an Absence, and Review Absences. The Home tab is selected and highlighted in green. Below the menu, the page displays a "Welcome" message and a section for "Employee Announcements". The main heading for the announcements is "Welcome to the New York City Department of Education - SubCentral System".

eSchool SOLUTIONS SmartFindExpress™

NYC Department of Education

Profile ▾ Help ▾ Sign Out

Home Create an Absence Review Absences

Home

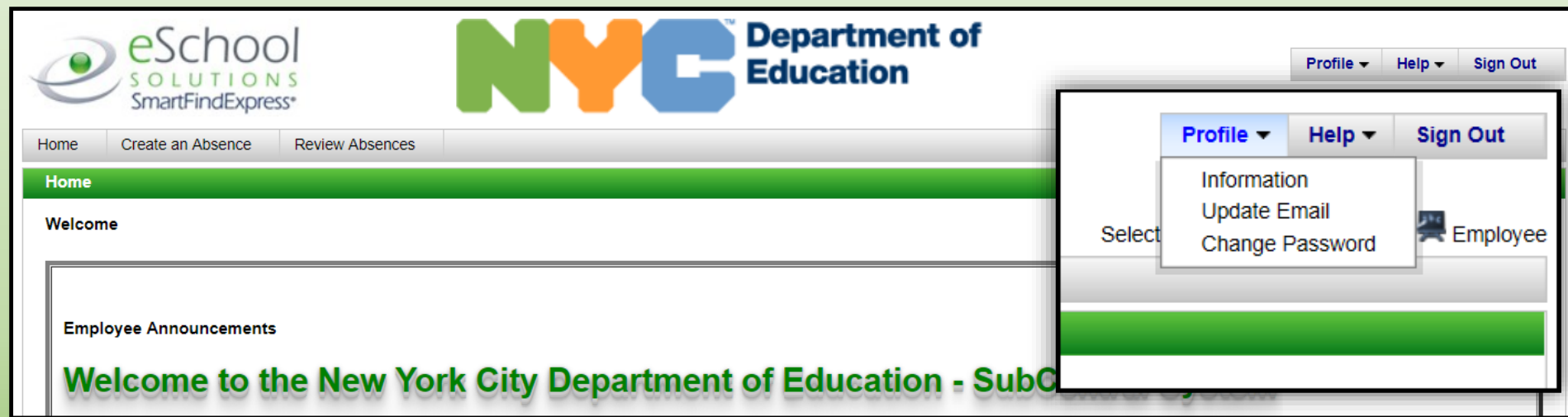
Welcome

Employee Announcements

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

Profile Tab

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

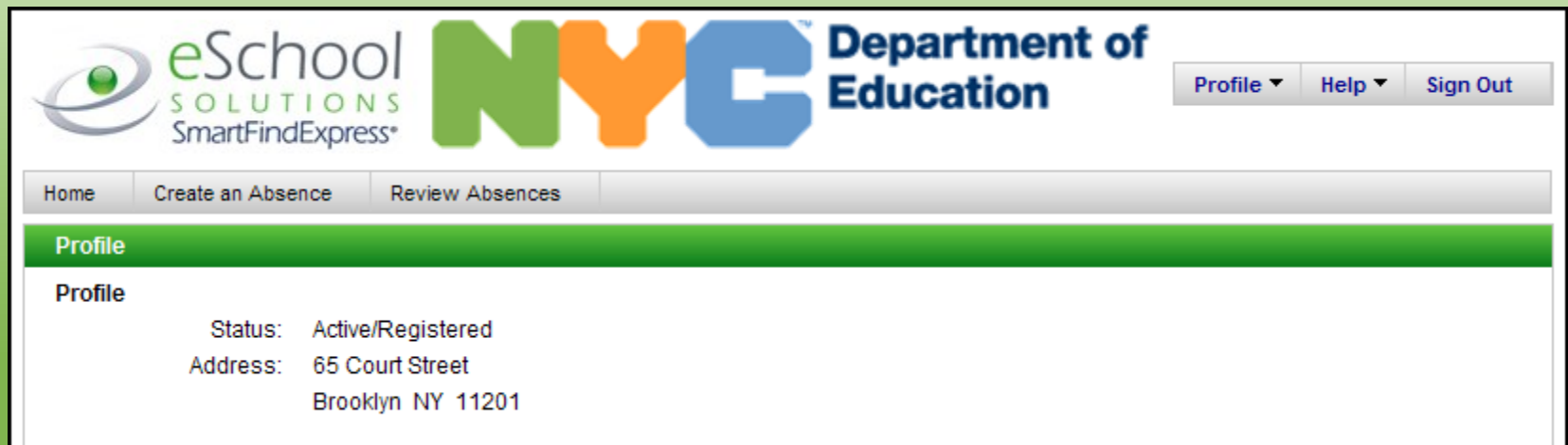
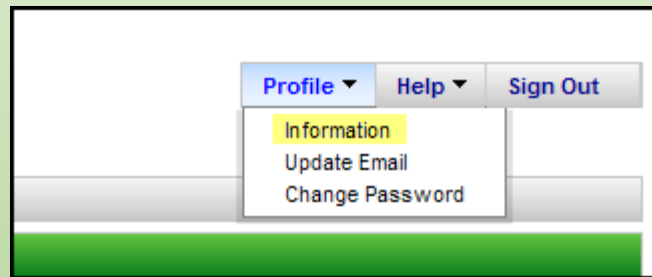


The screenshot displays the user interface of the eSchool SOLUTIONS SmartFindExpress system. At the top left is the eSchool SOLUTIONS SmartFindExpress logo. To its right is the NYC Department of Education logo. Below the logos is a navigation bar with links for Home, Create an Absence, and Review Absences. The main content area features a green header with 'Home' and a 'Welcome' message. Below this is a section for 'Employee Announcements' with a large green banner that reads 'Welcome to the New York City Department of Education - SubC'. In the top right corner, there is a user menu with 'Profile', 'Help', and 'Sign Out' tabs. A callout box highlights the 'Profile' dropdown menu, which contains the following options: Information, Update Email, Change Password, and a link to 'Employee' with a computer icon. A 'Select' label is visible to the left of the dropdown menu.

Profile Tab

Click on **Information** and you will be able to view the mailing address the system has on file for you.

NOTE: You are not able to change this information. If it is incorrect you must contact HR Connect (718-935-4000) to update your mailing address with the Department of Education.

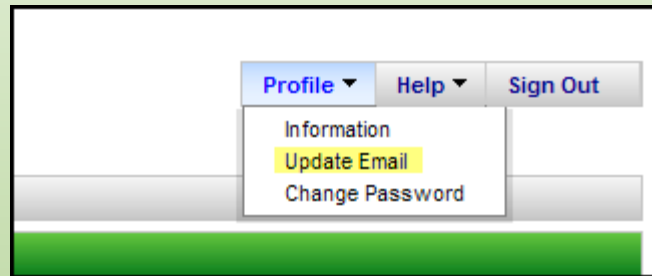


A screenshot of the 'Profile' page in the eSchool SOLUTIONS SmartFindExpress system. The page header includes the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and navigation buttons for 'Profile', 'Help', and 'Sign Out'. Below the header is a navigation bar with 'Home', 'Create an Absence', and 'Review Absences'. The 'Profile' tab is selected and highlighted in green. The main content area shows the user's profile information:

Status:	Active/Registered
Address:	65 Court Street Brooklyn NY 11201

Profile Tab

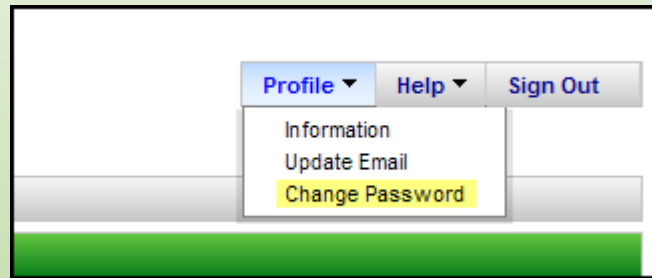
Click on **Update Email** to view and or change the email address listed in the SubCentral System. You must enter your email address to allow the Help Desk to contact you with any pertinent information or permit the system to email your PIN (password) if it is forgotten. Be sure to click Save.



A screenshot of the eSchool SOLUTIONS SmartFindExpress user interface. The header includes the eSchool SOLUTIONS SmartFindExpress logo, the NYC Department of Education logo, and navigation buttons for 'Profile', 'Help', and 'Sign Out'. Below the header is a navigation bar with links for 'Home', 'Create an Absence', and 'Review Absences'. The main content area is titled 'E-mail' and contains an 'Email' section. This section displays the current email address 'aa@aol.com' and two input fields for 'New email:' and 'Re-enter email:'. A 'Save' button is located at the bottom left of the form, with a red arrow pointing to it.

Profile Tab

Click on **Change Password** to create a new password/PIN. Your password must be numeric and be between 6 to 9 digits in length. Be sure to click Save.



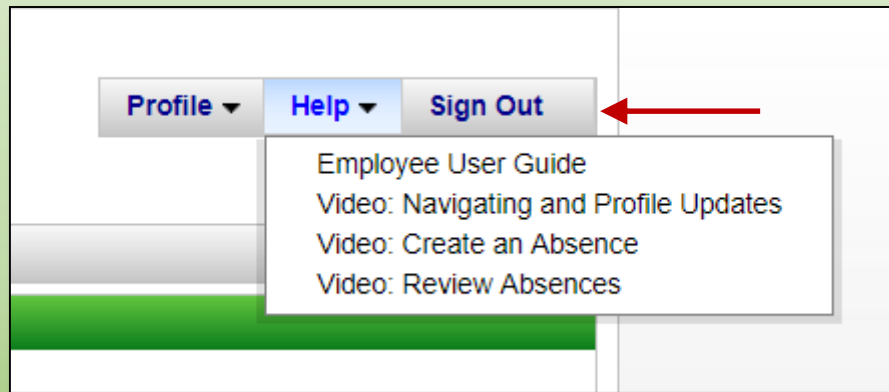
A screenshot of the 'Change Password' page. The page header includes the 'eSchool SOLUTIONS SmartFindExpress' logo, the 'NYC Department of Education' logo, and a navigation bar with 'Home', 'Create an Absence', and 'Review Absences'. The main content area is titled 'Change Password' and contains the following fields:

- Phone Password (PIN)
- Current:
- New:
Numeric up to 9 digits
- Confirm New:

A blue 'Save' button is located at the bottom left, with a red arrow pointing to it.

Help/ Sign Out

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.



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

Reminders

- You are able to create your absence at any time, 24 hours a day, 7 days a week via telephone or internet and up to 30 days in advance.
- The absence can be more than one day in length, however, be sure to notify your school prior to creating a multiple day absence.
- If you find that you will be absent longer than anticipated you must create a new absence for the additional day(s) and contact your school.
- Always make note of the Job Number.

SubCentral System Telephone Access: 718-935-6740

SubCentral System Website: subcentral.eschoolsolutions.com

Live Help Desk: 718-935-4401 (Monday – Friday / 6:00 AM – 5:00 PM)

Help Desk Email address: subcentral@schools.nyc.gov