SmartFind Express
Employee Quick Start Guide

Signing In

Go to https://weymouthschools.sfe.powerschool.com/

The login screen will appear. Use the "Sign in with Google" option at the bottom of this screen to log in using your WPS Google account credentials.
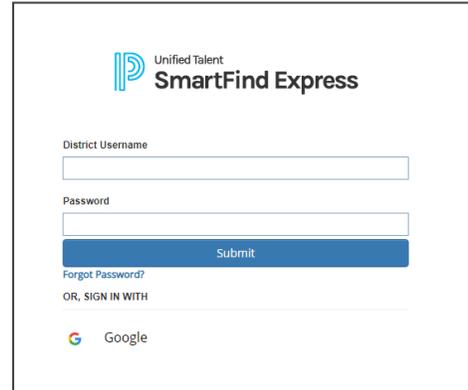
Creating an Absence

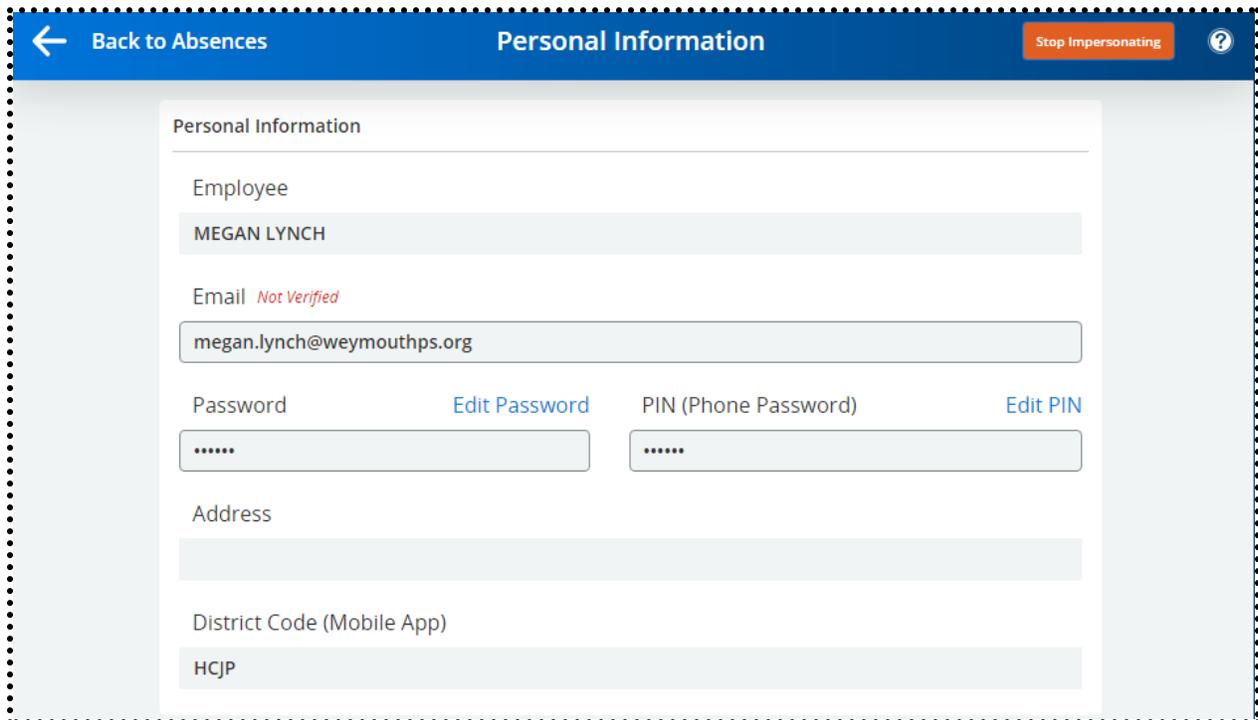From your home screen, select the **Create Absence** button to enter a new absence.

Enter absence details: reason, date, notes to the administrator or substitute (if applicable), and attach any files needed. Click **Submit** to confirm the absence.
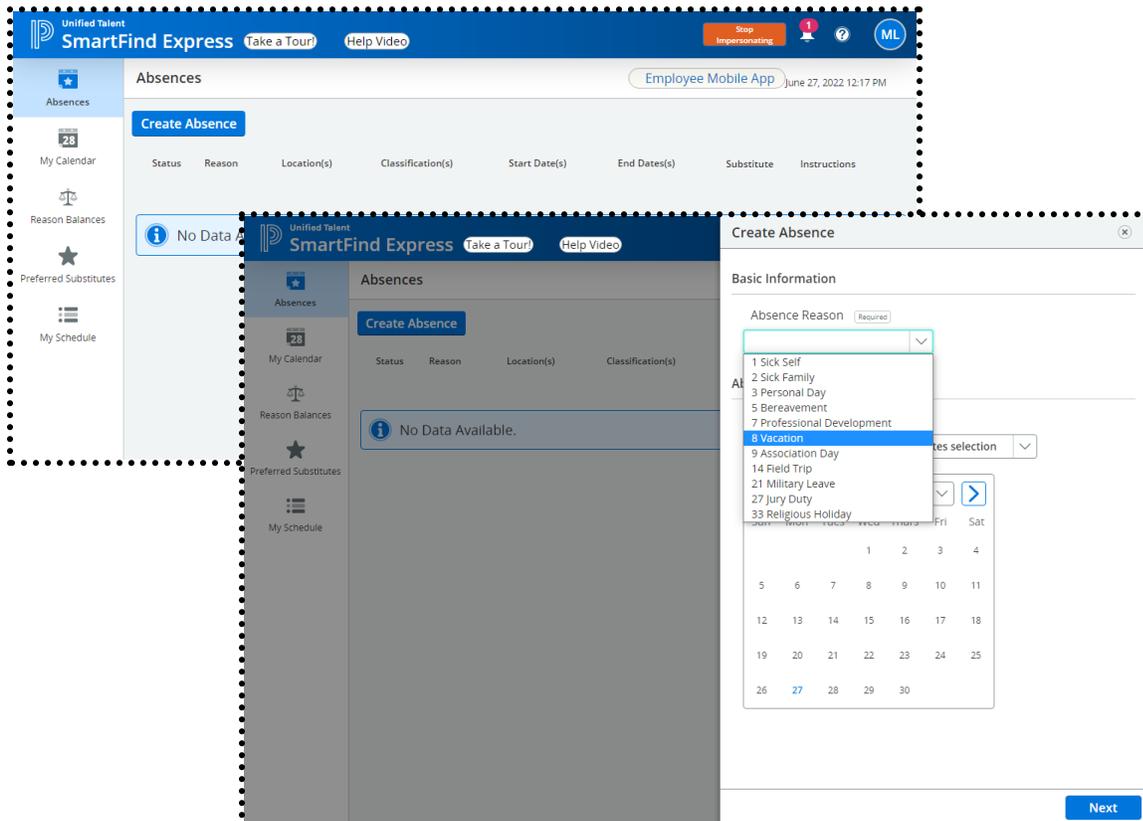
Managing Your Password and PIN (Phone Password)

Click on your initials in the upper right corner of the screen to review your personal information. Your name and email address fields are controlled by WPS HR; to change either, please contact humanresources@weymouthschools.org. You may update your Password and PIN on this screen and save the changes.

Please note that changing your password is not necessary as we are using Google single sign-on (SSO) to access the system.

Help

Select the icon in the upper right corner of the screen to access SFE's online help portal; it offers guidance on creating and managing absences.

Access SFE by Phone

To access SFE and report an absence by phone, dial **781-675-3370**. You will be prompted to enter your employee ID number and your PIN to authenticate the session. Over the phone, you can:

- Create and Absence (Press 1)
- Review, Cancel Absence or Modify Special Instructions (Press 2)
- Review Work Locations and Job Descriptions (Press 3)
- Change PIN, Re-record Name (Press 4)
- Exit and hang-up (Press 9)