









Substitute Account Reference Sheet

Application/Website	Credentials Used
<ul style="list-style-type: none"> • New User Credentials - See new user credential sheet 	<p>Username: Requires a PCSD username, First name initial + last name initial + employee ID Example: aw12345@paulding.k12.ga.us</p> <p>Password: Unique; created on first login Initial password: See New User Credential Sheet</p> <p>Password Requirements: 8 characters minimum, and must have at least three of the following four: uppercase letter, lowercase letter, number, and special character</p>
<ul style="list-style-type: none"> • TalentEd Records - Name changes - Direct deposit changes - Tax form changes - Access to additional checklist and forms <p>https://paulding.tedk12.com/records</p> 	<p>Username: Requires a PCSD username, First name initial + last name initial + employee ID Example: aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created – same as district computer login, SmartFind Express, and Vector Solutions</p>
<ul style="list-style-type: none"> • District Computer Log-In - When needed for classroom instruction 	<p>Username: Requires a PCSD username, First name initial + last name initial + employee ID Example: aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created - same as TalentEd Records, SmartFind Express, and Vector Solutions</p>
<ul style="list-style-type: none"> • Employee Online - Paystubs - W-2's - Address changes - Tax Forms <p>https://www.paulding.k12.ga.us/Page/45356</p> 	<p>Username: Requires a PCSD username, First name initial + last name initial + employee ID Example: aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created - same as TalentEd Records, SmartFind Express, district computer login, and Vector Solutions</p>



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<ul style="list-style-type: none"> ● Powerschool SmartFind Express - Substitute Absence Management - Job assignments <p>https://pauldingk12.sfe.powerschool.com/</p> <p>*Must call to register prior to using website or app*</p> <div data-bbox="306 577 634 632">  </div>	<p>Username: Requires a PCSD username, First name initial + last name initial + employee ID <i>Example:</i> aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created - same as district computer login, TalentEd Records, and Vector Solutions</p>
<ul style="list-style-type: none"> ● SmartFind Express Substitute Mobile App <div data-bbox="267 837 449 1018">  </div>	<p><u>Apple</u></p> <p><u>Android</u></p> <p>District Code – MMMF</p> <div data-bbox="974 1018 1201 1052">  </div>
<ul style="list-style-type: none"> ● Vector Solutions - Annual and additional training - Must access through Staff Dashboard, Vector Solutions <div data-bbox="321 1350 644 1436">  </div>	<p>Username: Requires a PCSD username, First name initial + last name initial + employee ID <i>Example:</i> aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created - same as district computer login, and SmartFind Express</p>