

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 <i>Example:</i> aw12345@paulding.k12.ga.us</p> <p>Password: Unique; created on first login <i>Initial password: See New User Credential Sheet</i></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 <i>Example:</i> aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created – same as district computer login and SmartFind Express.</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 <i>Example:</i> aw12345@paulding.k12.ga.us</p> <p>Password: Same unique password created - same as TalentEd Records and SmartFind Express.</p>
<ul style="list-style-type: none"> • Powerschool SmartFind Express - Substitute Absence Management - Job assignments <p>https://pauldingk12.sfe.powerschool.com/</p>	<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 TalentEd Records.</p>
<ul style="list-style-type: none"> • SmartFind Express Substitute Mobile App 	<ul style="list-style-type: none"> ○ Apple ○ Android <p>District Code – MMMF</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: Employee ID Number</p> <p>Password: Unique; created on first login.</p> <p><i>Initial password is your Social Security Number</i></p>