Report your absences 24/7 by either:

1. Phone - 754-212-8164 or,

2. Internet - https://broward.eschoolsolutions.com

SmartFindExpress Access IDs are the employee’s Personnel Number. When accessing the automated system, all users will enter their Personnel Number as the Access ID.

My Access ID: [ ] My PIN: [ ]

Absence Reasons

- ILLNESS
- TDA
- PERSONAL REASONS
- CAMPUS DUTIES
- FAMILY ILLNESS/BEREAVEMENT
- JURY DUTY/OFFICIAL

Employee Registration

Enter your Access ID, followed by the star (*) key. When prompted for PIN enter Access ID. The system will go through the following steps:

1. Record your name, press star (*) key when done.
   - 1. Accept
   - 2. Re-enter
   - 9. Exit and hang-up
2. Review your work locations and job descriptions
3. Enter a PIN at least six digits in length followed by the star (*) key.
4. Hear your PIN
   - 1. Correct
   - 8. Re-enter
   - 9. Exit and hang-up

Employee Menu

Enter Access ID, followed by star (*) key.
Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

1. Create Absences
2. Review, Cancel, or Modify Jobs
3. Review Work Locations and Job Descriptions
4. Change PIN/Re-record Name
   - 9. Exit and hang-up

For Options 1 and 2, see next page.

1. Change PIN
   - 1. Correct
   - 2. Re-enter
   - 9. Exit to menu options
2. Change recording of Name
   - Record your name; press the star (*) key when done.
   - 1. Accept
   - 2. Re-record
   - 9. Exit to menu options

Help Desk 754-321-2320
1. Press Trouble signing in

2. Enter Personnel number assigned by SBBC without P and leading zero

3. Type in security phrase

4. Your password will be emailed to you