



SmartFind Express Help Desk  
 416 222-8282, ext. 5344  
<https://sems.tcdsb.org>

**HUMAN RESOURCES  
 IS PLEASED TO ANNOUNCE THAT THE TCDSB  
 SEMS SYSTEM (Substitute Employee Management System) UPGRADE TO  
 “SMARTFIND EXPRESS”  
 HAS BEEN SUCCESSFULLY IMPLEMENTED!**

EMPLOYEES NOW NEED TO KNOW THE FOLLOWING WHEN ACCESSING “SMARTFIND EXPRESS” (FORMERLY KNOWN AS SEMS) VIA THE TELEPHONE OR THE WEB:

- As an existing employee, you are automatically registered with SmartFind Express. **You do not have to re-register.**

Reporting your absences via the telephone, please call:	<b>416-393-5000</b>
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Employees will be prompted for 2 pieces of information:

1. **You will be asked to enter your “Access ID” number:** this will be your SAP Employee number (located on the top left hand corner of your pay statement).

*Note: you do not have to enter in the leading zeros of your employee number. Example: number 00000543, you simply enter in 543. This applies to the web access as well.*

2. **YOUR PIN NUMBER** - this will be your existing SEMS PIN number

*Note: If you are an employee who has more than one SEMS profile, in SmartFind Express you will now only be using your SEMS PIN number associated with your “employee” profile” and not your substitute profile. This applies to the web access as well.*

Reporting your absences via the web, please access:	<a href="https://sems.tcdsb.org">https://sems.tcdsb.org</a>
Or access the Board website > “For Staff” tab> SmartFind Express link:	<a href="http://www.tcdsb.org">http://www.tcdsb.org</a>
Or access the TCDSB intranet > Application Column > SmartFind Express link:	<a href="http://intranet.tcdsb.org">http://intranet.tcdsb.org</a>

Once employees have accessed the SmartFind Express website, employees will be required to enter 2 pieces of information into the following fields:



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User ID  
 Password  
  
[Trouble signing in?](#)

1. You will enter your SAP employee ID number into the **User ID** field
2. You will enter your existing SEMS PIN number into the **Password** field

### **TRAINING VIDEOS AVAILABLE:**

**Employee/Substitute Orientation Videos** are available to view through the SmartFind Express website at <https://sems.tcdsb.org>

If you have not already had an opportunity to do so, we invite you to logon for a 3-4 minute illustration of both the telephone and web procedures.

Please note that our SEMS upgrade to Smartfind *Express* **does not** require TCDSB employees to register into Smartfind *Express*. TCDSB employees' SEMS information has been converted over to the Smartfind *Express* application including employee SEMS PIN numbers.

While these orientation videos below have been recorded and provided by eSchools primarily for the use of new employees registering into SmartFind for the first time, they also will provide existing TCDSB employees the opportunity to become familiar with the SmartFind *Express* application.

Again, your existing SEMS PIN number is currently active. There is no need to re-register. Please peruse the following videos at your convenience:

If you have any questions related to the upgrade,  
please feel free to contact:

**SmartFind Express Help Desk at 416-222-8282 ext. 5344.**