



Instructions/Get Started:

Before any features are available, you must register by calling the system and create a PIN and password.

Register in the following order.

- **Get Started**
- **1 - Register via Telephone@ 843-279-0431 (must be completed first)**
- **2 - Access the Web Address**

1st - Register via Telephone by dialing 843-279-0431

You will use your **access ID** and **your PIN** to interact with the telephone system.

1. Call the main system number provided by the district.
2. Enter your **access ID** (Employee ID/ No leading Zeros) then press the star (*) key.
3. When prompted for your PIN, enter your **access ID again**, then press the star (*) key.
4. Record your name, then press the star (*) key.
5. **Fulltime employees only:** You will hear the primary location and classification set up in your profile. (If this information is incorrect, continue with the registration process, then contact your system operator to correct the information)- Trice@horrycountyschools.net at 843-488-6915 or vbessant@horrycountyschools.net at 843-488-6864.
6. When prompted, enter the PIN you want to use, then press the star key. The PIN must be numeric, at least four digits but no more than nine digits.

2nd - Access the Web Address

You will use your **access ID** and **password** to interact with the web system..

Enter the web address provided below by Horry County Schools:

SMARTFIND EXPRESS

1. Enter your **Access ID** and new PIN.
2. When prompted, enter the new password. **(1-Capital letter and a combo of numbers/letter at least 8 characters)**
3. Log in with your access ID and password.
4. Verify your email address.

****TO RESET YOUR ONLINE PASSWORD:** Click the link below using your Access ID (no leading zeros)

[Password Reminder](#) | [Smartfind Express](#) | [PowerSchool](#)