

Dear Raleigh County Schools Employee,

Our substitute calling system has recently undergone some changes that affect substitutes and regular employees. If you have not done so in the past month, please use the following directions to update your SEMS account.

- Go to <https://raleigh.eschoolsolutions.com/logOnInitAction.do>
- In the top, right corner of the screen select Profile> Personal Information
- Update email
 - Password must include:
 - *1 alphabet character
 - *1 number or special character
 - *A total of at least 8 characters
- Update phone PIN number information
 - Password must be 6-8 digits
 - After the completion of online changes, it is also recommended that you verify your phone access has been updated by calling the automated system at 304-250-4017. Use your entire 97400**** employee number as the user access information and your new PIN to ensure update accuracy.
- Click Save in the lower, right corner.
- Please note that your passwords will now have to be changed every 90 days in this system. Please keep passwords, as updated, in a secure location.
- Full-time employees
 - While we hope you are not currently in need of a substitute, please also click “create an absence” to verify your location, classification and any special instructions (for example, an aide who rides the bus should have notes about when/where/which bus they meet). This step is for verification; not to encourage absence creation at this time. DO NOT CREATE AN ABSENCE while verifying information. If you find any of the information incorrect or missing, please contact a member of the Human Resources team for assistance.

Should you encounter difficulty in this process, please contact Power School for assistance with the Unified Talent/ SmartFind Express system at 1-877-974-7437.

Unified Talent
SmartFind Express PowerSchool

Home Schedule Available Jobs Review Assignments Profile Help Sign Out
Personal Information
My Acknowledged Notifications
Notification Preferences

Profile

Personal Information

Name: Connie3 test Status: Registered

Email: Current:
New Email:
Confirm Email:

PIN (Phone Password) Password Current:
New Password: Alphanumeric
Confirm Password:

Address: 122 Main street
FL 32789