

### **Attention:**

**Before any features are available, you must register with the SmartFind system and create a PIN. The Access ID and PIN are used for all interactions with the system.**

## **How to register in the SmartFind System**

You are issued a TS # at the time of hire. Your TS # will also be your **Access ID** in the SmartFind Absence System.

1. Call the system phone number at (480) 730-3009
2. Enter your Access ID followed by the star (\*) key. Do not enter "TS" before the number. You only need to enter the 4 numbers.
3. Enter your Access ID again when you are asked to enter PIN number followed by the star (\*) key. (Because you are registering for the first time on the system, you do not have a PIN #).
4. Record your name followed by the star (\*) key.
5. Listen to your work schedule. If this information is incorrect, complete the registration and then contact your Help Desk to correct.
6. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (\*) key.

Please keep your Access ID and PIN numbers secure.