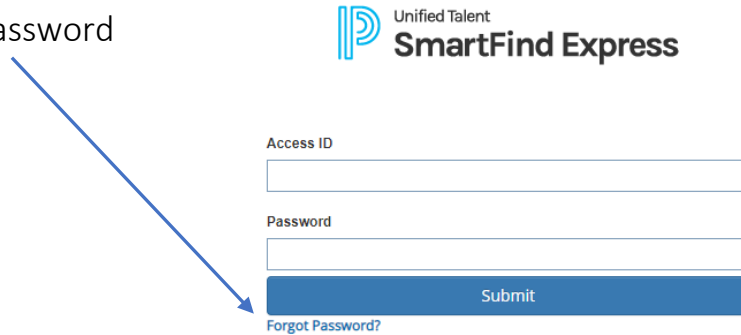


Welcome to your SubService!

Existing users: If you forgot your password, you can reset it with the following the steps below:

- Go to the website: <https://subserviceocmboces.sfe.powerschool.com/>

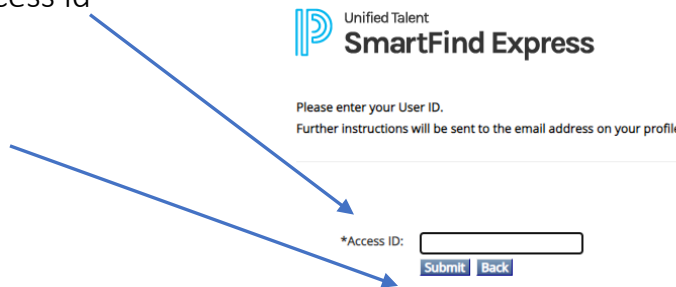
- Click forgot password



The image shows the SmartFind Express login page. At the top is the logo 'Unified Talent SmartFind Express'. Below it are two input fields: 'Access ID' and 'Password'. A blue 'Submit' button is positioned below the password field. A link labeled 'Forgot Password?' is located at the bottom left of the form area. A blue arrow points from the 'Forgot Password?' link to the 'Forgot Password?' step in the list.

- Enter your access id

- Click submit



The image shows the 'Forgot Password?' page. It features the 'Unified Talent SmartFind Express' logo. The text reads: 'Please enter your User ID. Further instructions will be sent to the email address on your profile'. Below this is a text input field labeled '*Access ID:'. At the bottom are two buttons: 'Submit' and 'Back'. A blue arrow points from the 'Submit' button to the 'Click submit' step in the list.

- The system will generate an email for you to reset your password.

Password Reminder | SmartFind Express > Trash x

 OCM_subserviceocmboces@sfe subsystem.com Wed, Jan 5, 8:20 AM (1 day ago)
to LGATES3636

RESET YOUR PASSWORD:

We have received a request to reset your password. If you did not make the request, please ignore this email and your password will remain the same. This OTP is valid only for 15 minutes.

If you would like to reset your password please click on the link below:

<https://subserviceocmboces.eschoolsolutions.com/redirectAction.do?redirectTo=otpAuthPINReminder>

One Time Password : z9wDMSui

Please do not respond to this message. It is an automated e-mail generated by the system.

Contact your SmartFind Express system administrator if you have additional questions.

- You should copy the One Time Password then **CLICK** the link in the email.

****If there is NOT an email in your profile contact the help line at 315-433-2606 or email subservice@ocmboces.org and provide an email address. ****

FIRST TIME USERS

You must register by phone at 315-433-2640 before you can access the website.

When you call to register your **pin number will be your access id.**

You will be prompted to create a new pin number.

After you register by phone you can access your profile on the website.

The first time you use the website you will enter your access id and pin number (the one you created via phone).

You will be prompted to create a password for the website.