Login Cheat Sheet for Substitutes

> If you are a long-term sub or an employee, please see the **full cheat sheet**.

Overview

This document outlines how to access the district systems that substitutes need to use. **If you are unable to access one of these systems, please call (469) 952-5414 for assistance.**

First Steps

All of the systems that subs need use Google to log in so the first step is to get logged in to Google.

1. If you are using a personal device, open an Incognito/Private tab in your browser
2. Log in the ClassLink (https://classlink.princetonisd.net).
    1. If you are unsure how to log in to ClassLink, please see the welcome email you were sent when you were hired. If you no longer have access to that email, please contact technology at (469) 952-5414 to have a new welcome email sent.
3. Click on **Gmail (SSO)**
4. If prompted, click **I understand**
5. You will be taken to a page that says you do not have access to Gmail. That means it worked.
6. Close the tab and return to ClassLink. You are now able to log in to other services that use Google to sign in.

> PLEASE NOTE: The username is not your Google account. Do NOT include '@princetonisd.net' in your username

EduHero

Access trainings required by the district.

> If you have not completed the steps in the First Steps section, please do that first.

1. Log in to **ClassLink** (https://classlink.princetonisd.net)
2. Click **EduHero**
3. Click **Sign in with Google**
4. If prompted, select your princetonisd.net Google account from the list

SmartFind Express

Find and accept sub jobs.

> If you have never logged into this account, you **MUST** call (469) 717-4561 to setup your account. PLEASE NOTE: you **MUST** call from a personal phone number; this **CANNOT** be done with a district phone. After completing this phone setup, you will be able to access your account through the login page.

> If you have not completed the steps in the First Steps section, please do that first.

1. Log in to **ClassLink** (https://classlink.princetonisd.net)
2. Click **SmartFind Express**
3. If you have never logged in to SmartFind before, please complete the steps on the left side of the page to set up your account
4. Click **Google**
5. If prompted, select your princetonisd.net Google account from the list

Employee Access

View and update your personal information. Access pay stubs.

> If you have not completed the steps in the First Steps section, please do that first.

1. Log in to **ClassLink** (https://classlink.princetonisd.net)
2. Click **Employee Access**

3. Click **Sign in with Google**
4. If prompted, select your princetonisd.net Google account from the list

Talent Ed

Apply for district jobs and sign district documents.

> If you have not completed the steps in the First Steps section, please do that first.

1. Log in to **ClassLink** (https://classlink.princetonisd.net)
2. Click **TalentEd**
3. Click **Sign in with Google**
4. If prompted, select your princetonisd.net Google account from the list

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