

# Human Resources Department Memo



TO: All Bargaining Unit/Employee Group Presidents

RE: Good News! Single Sign on Access to Smart Find (SFE)

FROM: Human Resources

DATE: June 23, 2020

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We are pleased to let you know about an upcoming change to how staff login to SmartFind Express (SFE) which will take effect on July 3, 2020. This change is being driven by the SFE software provider to improve the security of UGDSB employees' personal information. SFE will begin using the board Single Sign On to access SFE online (these are the same credentials used to log in to the UGDSB network, UGcloud, Outlook mail, etc.).

*Access by phone will remain unchanged, using the numeric access ID and PIN as used currently. There will be no change in how our occasional staff accept assignments.*

In order for the transition to go as smoothly as possible, a system notification will be added to provide all staff with information about the change. This will be displayed the first time a staff member logs into SFE following the change. An email containing the following information will be sent to all employees:

In order to improve the security of your personal information, effective July 3, 2020, SmartFind Express (SFE) will begin using your Single Sign On (SSO) to log in online. (Access by phone will remain unchanged, using the numeric access ID and PIN as used currently.) On your computer, phone, tablet, etc., click on the Microsoft link to get into your account via SSO. If you are already logged into the board services, you will not have to enter any further authentication. If you are not, you will enter the same login as for your board services. For example, if you access a board computer, UGCloud, Outlook, etc. with the following information:

Username: jdoe (typically first initial followed by last name)  
Password: abc123

You will access SFE with same username and password.

Please direct questions to [SmartFind@ugdsb.on.ca](mailto:SmartFind@ugdsb.on.ca). For assistance with your Single Sign On information (username and password), please contact the IT Help Desk at 519-822-4420 ext. 247.

This will be a positive change for employees, bringing their online login for SFE in-line with their other UGDSB logins.