EDJOIN is a free, web-based application for any person who wishes to apply for jobs posted on EDJOIN.

To apply for a job on EDJOIN, you only need to follow the steps outlined in the following pages, one at a time. Each step, on each page, is given a number. Just carefully follow the numbered steps in the order shown. When you finish all of the steps on a page, proceed to the next page. When you finish all of the pages, you will have successfully created an application on EDJOIN, complete with any attachments that you want to include with your application.

In brief, the EDJOIN application process consists of these phases:

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PHASE 1: Registering with EDJOIN

In Phase 1, you register with EDJOIN. Once you complete your registration, you can use the data you entered over and over again whenever you apply for any new job listed in EDJOIN.

1) Go to http://www.edjoin.org

2) Click the Register Now button. The screen displays the first page of the On-Line EDJOIN Registration Form which can be viewed on the next page.
PHASE 1: Registering with EDJOIN  (Continued)

1) Enter your First/Last Name, Email Address, Home Phone, Mailing Address, City, State, Zipcode and Country if outside the United States.

2) Enter your User Name using at least 4 characters. These characters are limited to letters or numbers or a combination of letters and numbers.

3) Type your personal Password. Valid passwords are at least 4 characters and can consist of any combination of letters and numbers. Note: The following passwords cannot be used: password, test, 123, or temp. Also, the password cannot be the same as your personal User Name, First Name or Last Name.

4) Click Register to create the EDJOIN account with the username and password you have entered.
PHASE 2: Establishing Your Profile: My Info

Phase 2 uses a tab interface that subdivides your overall profile into manageable parts. Click each tab one at a time at the top of the screen to fill in the data for that section of your profile.

1) When you see the My Info page, you have successfully created your EDJOIN account and can now start building your EDJOIN profile. It is important that you take your time when completing the My Info, My Employment, My References, My Education, My Credentials, My Attachments sections. The information input in these sections will automatically be input on an application which will prevent you from having to input the same information over and over.

See next page for more instruction on the My Info section of your profile.
PHASE 2: Establishing Your Profile: My Info  (Continued)

(Second half of the My Info form)

2) If you have familiarity with a foreign language choose the language from the drop down provided, check the appropriate box(s) to the right of the drop down and click the Add Language button. Follow these steps to add additional languages if necessary.

3) Include your Race/Ethnicity information and Gender.

4) Exclude My Profile From The EDJOIN Applicant Bank:

Your profile will automatically be placed into the EDJOIN Applicant Bank where it will be accessible to all school districts and COE’s using the system. If you DO NOT want your profile added to the Applicant Bank check the box to the left.

5) Click the Next button to save your information and move to the next page. A pop up will appear that reads Page Saved, click OK. If you clicked Next, you will be directed to the Employment History page.

Note: When you click Next the information will be saved however you can click the Save link if you would like to navigate through your profile using the links at the top of the page.
PHASE 2: Establishing Your Profile: My Employment History

1) If you did not click Next in the previous step, click the **My Employment** tab to enter your employment history. There is enough space to enter up to three employers.

2) Type your employment data listing the most recent employers first. *Note:* Some fields are used only for certificated or classified applications.

3) If you do not want a particular employer contacted, be sure and click the **Please do not contact this employer** check box.

4) If you would like to change the order of the employers listed, click the arrow at the top left of each employer box to move that employer up or down.
PHASE 2: Establishing Your Profile: My Employment History (Continued)

5) At the bottom of the Employment History section, you can input information having to do with employers you are currently under contract with.

6) Make sure to click the Save or Next button at the bottom of the screen to save your data.

7) If you clicked Save, a pop-up window will appear that reads Page Saved, click OK. If you clicked Next, you will be directed to the My References page.
PHASE 2: Establishing Your Profile: My References

1) If you did not click Next in the previous step, click the My References tab to enter your references contact information. There is enough space to enter up to three references.

2) Input your references contact information into each box. If you would like to change the order of the references entered, click the arrow at the top left or each reference section.

3) Make sure to click Save or Next button at the bottom of the screen to save your data. A pop-up window will appear. Click OK.

If you clicked Next, you will be directed to the My Education page.
PHASE 2: Establishing Your Profile: My Education

1) If you did not click Next in the previous step, click the My Education link to enter your educational experience. There is enough space to enter up to four colleges.

2) Type the name of your high school and the highest grade you completed. Click the appropriate check box for I have a high school diploma or I have a GED if applicable.

3) Type the name of the college(s) that you attended, beginning with the most recent college first. Enter your major, the number and type of units you completed (quarter or semester), and the degree you received. If you did not receive a degree, select “No Degree”.

4) If you would like to change the order of the education entered, click the arrow at the top left of the education box.

5) Make sure to click Save or Next at the bottom of the screen to save your data. If you click Next, you will be directed to the My Credentials page.
PHASE 2: Establishing Your Profile: My Credentials

1) If you did not click Next in the previous step, click the My Credentials link to enter your credential information. There is no limit to the number of credentials that can be added.

Follow steps 3-8 on the next page for each credential. Note: This tab is only used if you are applying for either a certificated or certificated management position.

2) Click the Add a Credential button and proceed to the next page for step by step instructions on adding your credentials.

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### My Credentials

**I possess the following Teaching Credential(s)**

- [ ] Arts
- [ ] Mathematics
- [ ] Geosciences
- [ ] Economics
- [ ] English
- [ ] Biological Sciences
- [ ] Physics
- [ ] Geography
- [ ] Reading/Language Arts
- [ ] Chemistry
- [ ] Civics and Government
- [ ] History
- [ ] Foreign Language

**Credential Indicators (used in the Applicant Bank and by Applicant Tracking)**

- [ ] I hold a valid California Teaching Credential
- [ ] I hold a valid California Emergency Credential
- [ ] I hold a valid Teaching Credential in another state

**Applied For Credential**

If you do not currently hold a valid teaching credential, through which college or university have you applied?

**Date Applied**
PHASE 2: Establishing Your Profile: My Credentials  (Continued)

3) Click the drop down arrow to display a list of **Credential Types**. Select the type that best applies to you.

4) Click the drop down arrow to display a list of **Authorized Fields**. Select the field that applies to you. *Note:* Not all credential types have authorized fields.

5) Click the drop down arrow to display the state that issued the credential. Select the state from the list.

6) Type the date that the credential expires in the mm/dd/yyyy format. *Note:* Leave blank if the credential is a lifetime credential.

7) Click the Add Credential button once you have completed the previous steps.

8) After clicking **Add Credential**, you will receive a Credential Added confirmation box, click **OK**.
PHASE 2: Establishing Your Profile: My Credentials (Continued)

1) If you possess Certificates of Compliance for No Child Left Behind Act (NCLB), click all the Subject Area(s) check boxes that apply to you.

2) Click all the Credential Indicator check boxes that apply to you.

3) If you do not hold a credential, but have applied for one, type the name of the school where you applied. In addition, input the date that you entered the credentialing programs.

4) Click all the Tests, Certificate and Program check boxes that apply to you.

5) Type the name(s) of any sport or extracurricular activities that you would be qualified to direct or coach. You may enter up to a total of four sport/activities.

6) Make sure to click Save or Next at the bottom of the screen to save your data. If you click Next, you will be directed to the My Attachments page.
PHASE 3: Attaching Required Documents: My Attachments

In phase 3 you will be attaching documents to your EDJOIN profile. These documents can be attached to any application that you submit in the future. Attached documents must be formatted in one of four formats: .pdf, .jpg, .txt or .rtf. In the steps below, files that are to be attached are located in the My Documents folder on a PC. Note: The Attachment Library now has room for up to 12 megabytes of documents.

1) If you did not click Next in the previous step, click the My Attachments link to add attachments to your library.

2) Click the Browse button to search for the file on your computer that you wish to attach.

See example of the Windows Choose File window on the next screen.
PHASE 3: Attaching Required Documents: My Attachments  (Continued)

3) Find the document on your computer. In the example to the left, our file is in the *My Documents* folder.

4) Click the file that you want to attach. Your file must be in one of four formats: .pdf, .jpg, .txt (text only), or .rtf (rich text format). The .pdf is the preferred choice.

5) Click the Open button to attach the file.

6) After clicking Open in the previous step, the path to the file will automatically be entered in the field next to the Browse button.

7) Click the drop down arrow to select the type of attachment. Example: Resume

8) Click the Add button to add the file to your Attachments Library.

9) After clicking Add, you will receive a file uploaded successfully window, click Ok.
PHASE 3: Attaching Required Documents: My Attachments (Continued)

10) You will see the name of your newly added file under Attachment Details.

11) If you would like to delete a file previously uploaded to your attachment library, click the gray X to the right of the file.

12) To add more documents, click Browse, and repeat steps 3-9 on the previous page.

13) Click the Next button at the bottom of the page once all files have been attached.

14) You will receive a pop-up window that reads, “you have completed all of the profile pages. On the next page you can specify your job interests.” Click the Ok button to proceed.
PHASE 4: My Interests: My Jobs Of Interest

1) If you did not click Next in the previous step, click the My Interests link to select the job categories in which you have interest in.

2) Click the blue Edit Job Interest List link below My Jobs of Interest.

3) Click all of the check boxes that pertain to the job categories you are interested in.

4) Click the Save button at the bottom of the page to save your selections and return to the My Interests screen.
PHASE 5: My Interests: My Locations Of Interest

1) Click the blue Edit Area Interest List link below My Locations of Interest.

2) Click one or more check boxes to select the counties that you would be interested in. Proceed to next page.
PHASE 5: My Interests: My Locations Of Interest (Continued)

3) After selecting your locations of interest, Click the **Save** button at the bottom of the page to save your selections. Your screen will return to the **My Interest** tab as shown in step 4 below.

4) After clicking Save, your **Locations of Interest** section is complete.
PHASE 6: Searching And Applying For A Job

Assuming that you logged in and registered with EDJOIN, you are ready to search for jobs.

Note: If you are using a Mac, hold down the Apple Command key in place of the Ctrl key for the steps below.

1) Click the Job search tab at the top of the screen.

2) Use the scroll bar to view Teaching Positions and Other Positions. Click the selection you would like to search by or hold the Ctrl key on your keyboard and select multiple items to search by. To deselect a choice, hold the Ctrl key on your keyboard and click the position to deselect.

3) Use the scroll bar to view the list of Counties that you want to search. Hold down the Ctrl key and select one or more counties where you want to search. To deselect a choice, hold the Ctrl key on your keyboard and click the county to deselect.

4) Click the Search button at the bottom of the page to start your search in the EDJOIN database using the criteria you have selected. If there are any job listings that match your criteria, they will be displayed on your screen. See example in step 5 on the next page.
PHASE 6: Searching And Applying For A Job  (Continued)

5) Click the Job Posting title to see more details.

6) If you see a blue check mark under Online App, you can apply for the posting online through EDJOIN.

7) If you see a blue circle with a line through it, this means that the entity who posted the job is not accepting online applications through EDJOIN. To apply for a position that is not accepting online applications in EDJOIN, follow the application instructions listed in the posting.
PHASE 6: Searching And Applying For A Job  (Continued)

8) If you would like to continue searching for positions before filling out online applications, click the **Add To My Wish List** button. The posting will be added to your **My Job Wish List** link found in step 10 on the next page.

9) Clicking the **Add To My Wish List** link will bring up a confirmation window that reads, “This Job Posting has been added to your wish list”. Click the **Ok** button.
PHASE 6: Searching And Applying For A Job  (Continued)

When you are ready to start applying for positions, or would like to view positions that you have added to your wish list, click the My EDJOIN tab at the top of the screen. Next click the My Job Wish List link to view your wish list. Your wish list will be displayed like the example below.
PHASE 6: Searching And Applying For A Job  (Continued)

11) After clicking My Job Wish List in the previous step, you will be able to view all positions that you have added to your wish list.

Click View Job and proceed to the next step.

12) If you would like to delete the position from your wish list, click the red X to the right of the posting.
PHASE 6: Searching And Applying For A Job  (Continued)

13) Read the Requirements For Applying and the Important Comments sections. Next click the Click Here to Apply button to apply for the position.

If the Click Here to Apply button does not appear on the screen, review the posting for instructions on how to apply or call the person listed and inquire on the application procedure for the job posting.
PHASE 6: Searching And Applying For A Job  (Continued)

14) Since we previously created a personal profile under My Profile / My Info tabs, the fields on this screen are pre-filled for you.

If you have not created a personal profile and you anticipate applying for other jobs, you should create a profile to save time.

Occasionally, a district may include a set of additional questions that require answers as part of the application process. Additional Questions can be found at the bottom of each section in the application process.

Note: If you are on the last section of the application process, the “Signature Page”, the additional questions will be at the top of the page.

Verify the information on the page is correct and click the Next button at the bottom of the page to continue.
PHASE 6: Searching And Applying For A Job  (Continued)

15) Since we previously created a personal profile under My Profile / My Credentials tabs, the fields on this screen are pre-filled for you. If you do not have a profile established, click the appropriate checkboxes and fill in the fields that apply to you.

16) Click the Next button at the bottom of the page to proceed to the next step.
Since we previously created a personal profile under the My Profile / My Employment tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, click the appropriate checkboxes and fill in the fields that apply to you.

There will be room for three employers beginning with your most current employer.

Click the Next button to proceed to the next step.
PHASE 6: Searching And Applying For A Job  (Continued)

19) Since we previously created a personal profile under the My Profile / My References tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, fill in the fields that apply to you.

There will be room for three references on the page.

20) Click the Next button to proceed to the next step.
PHASE 6: Searching And Applying For A Job  (Continued)

21) Since we previously created a personal profile under the My Profile / My Education tabs, the fields on this screen are pre-filled for you.

If you do not have a profile established, click the appropriate checkboxes and fill in the fields that apply to you.

There will be room for your High School Information and four colleges.

22) Click the Next button to proceed to the next step.
PHASE 6: Searching And Applying For A Job  (Continued)

23) If there are files in your Attachment Library that you would like to attach to this application, check the name of the file and click the **Add to this application** button.

If you have added all required documents to the application, click the **Next** button at the bottom of the page.

**Note:** When the required documents have been attached to the application, the boxes to the right of the document name will have a green check mark. ✓

Click the **Upload New Files** button to attach a file located on your computer to this application. See example on next page.
PHASE 6: Searching And Applying For A Job  (Continued)

24) If you clicked the **Upload New Files** button, you will see this screen to the left.

Click the **Browse** button to browse for the file on your computer.

Click the name of the file and click the **Open** button in the **Choose file to upload** dialog box.

See more on attachments on pages 13-15 and in the **Frequently Asked Questions** section located at the top right of your EDJOIN screen.
PHASE 6: Searching And Applying For A Job  (Continued)

25) The path of where the file is saved on your computer will appear in the Attachment box.

26) Click the drop down arrow to select the type of document you are attaching.

*Note:* This is an important step as you will want to make sure to select the appropriate type of document. Some districts enforce specific types of documents to be attached.

*Example:* If you select Letter of Reference when you are attaching a letter of Introduction, the system may not see this as a valid attachment on some applications if the district has enforced specific types of documents.

27) Click the Add Attachment button to add your document to the application.

28) Click the Next button to advance to the next step in the application.
PHASE 6: Searching And Applying For A Job  (Continued)

29) Read each section of this page and click the appropriate radio buttons. If you click the Yes radio button in a section, be sure to provide further information in the text box that will appear below as required by the instructions.

Once you have completed your entries, read over your responses to ensure their accuracy.

See the next page for more instructions on the signature page.
PHASE 6: Searching And Applying For A Job  (Continued)

30) After verifying all of the selections are correct, type your name in the **Signature** box at the bottom of the page to certify your inputs.

31) Click the **Next** button. You will be directed to the last step of the application process as seen on the next page.
32) Read the message in the blue box to verify you have included all required documents.

Click the **Proceed to Apply** button to submit your application.
After you have successfully applied for a position, you will receive the message to the left stating that “Your application was successfully submitted on (Date)”.

Note: If you have not received this message, your application has not been submitted to the district. If this is the case, review the application to make sure all required information and documents have been included.
PHASE 7: Checking The Status Of Your Application

1) To check the status of your application, click the **My EDJOIN** tab at the top of the page.

2) Click the **Check the status of my application** link. You can also click the **My Applications** link at the top left of the screen to access your applications.

3) Each job posting which you have applied to is displayed.

4) If you would like to print your application, click the printer icon.

5) If you would like to withdraw your submitted online application, click the **Click here to withdraw** link.
6) After clicking the **Click here to withdraw** link you will receive the message to the left.

Click the **OK** button.

7) If you withdraw your application you will see the status change from Submitted to Withdrawn.
EDJOIN Log In & Out Procedure

1) Assuming you already have an account created, click the Log In tab at the top of the page.

2) Enter your username and password and click the Login button.

3) If you can’t remember your Username and/or Password, type your Username or Email address associated with your edjoin account in this box and click the Send button to have an email including your username and password sent to the email address associated with your EDJOIN profile.

Updated 5/20/2010
4) Once logged into EDJOIN, you will want to make sure you Log Out using the Log Out link at the top of the page once you are done using the system.

Note: If you simply close out of your browser using the Red X at the top right of your browser window (If Using a PC) or Red Circle at the top left of your browser window (If Using a Mac), this will not log you out of EDJOIN therefore it is very important to use the Log Out link at the top right of your EDJOIN page.

5) Once you have successfully logged out of EDJOIN you will receive the message to the left. Click the OK button and you will be directed to the EDJOIN home screen.