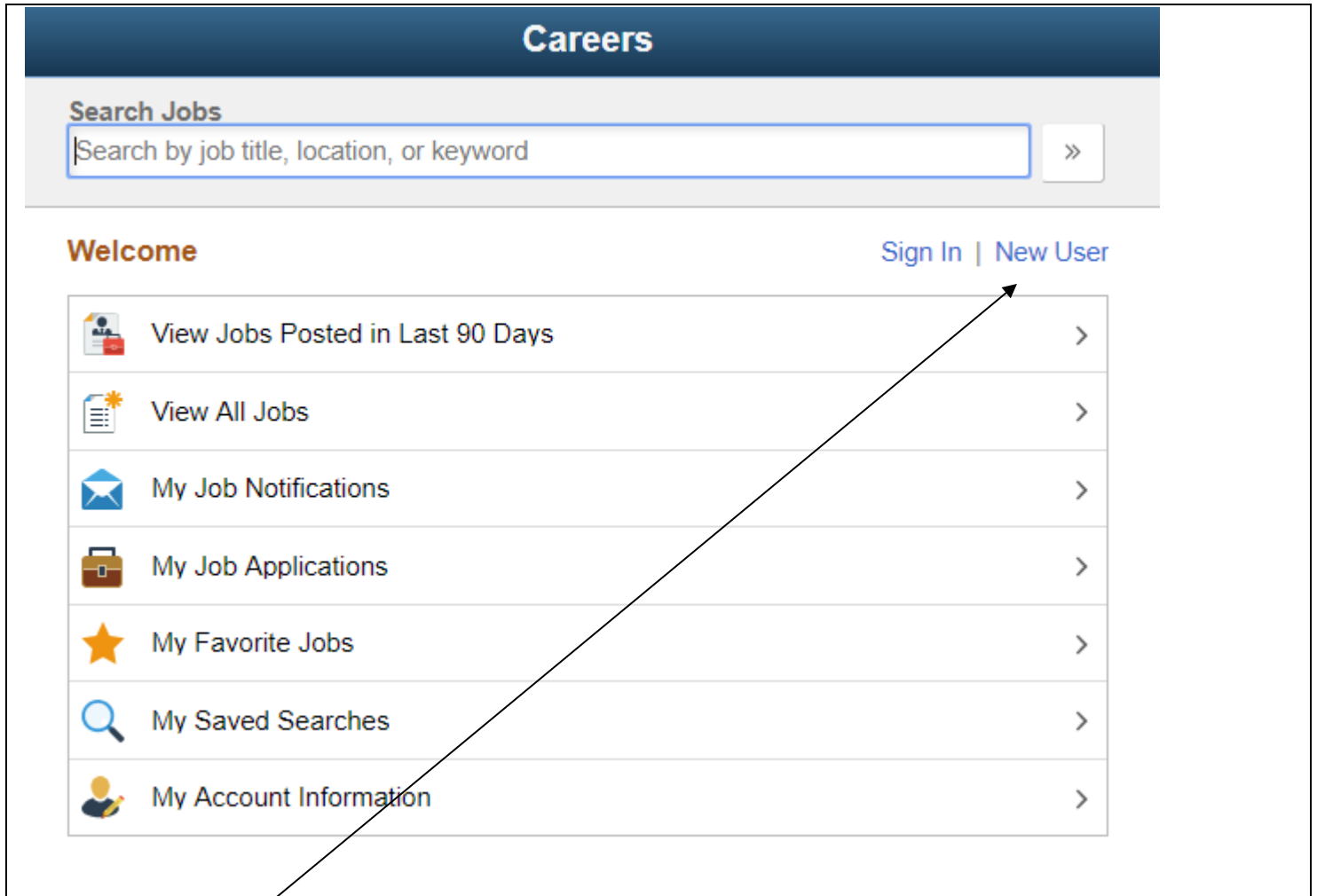


Path: Access External Website – Jeffco Public Schools



The screenshot shows the 'Careers' section of the Jeffco Public Schools website. At the top, there is a dark blue header with the word 'Careers' in white. Below this is a 'Search Jobs' section with a text input field containing the placeholder text 'Search by job title, location, or keyword' and a search button with a double arrow icon. Underneath the search bar is a 'Welcome' message on the left and 'Sign In | New User' links on the right. A large black arrow points from the bottom left towards the 'New User' link. Below the navigation links is a vertical list of menu items, each with an icon and a right-pointing chevron:


- View Jobs Posted in Last 90 Days
- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

Step 1: Click on “New User” link, if you have already created a user name and password, click on the “Sign In” link. See additional quick and easy guides for help.

Employment Verification
×

Jeffco Public Schools needs to perform a data validation check prior to continuing with the application process. Please enter the last 4 digits of your social security number and your date of birth below. Note that this data will not be stored or used for any purpose other than this validation. You may be asked to provide this information again later in the application process.

*Last 4 of SSN

*Date of Birth 

Step 2: Enter your Last 4 of SSN

Step 3: Enter Date of Birth (Example date: 12/31/2000)

Step 4: Click on the "Submit" button

Account Information

*User Name

Please select a password that:

1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password

*Confirm Password

Name Format English ▼

*First Name

*Last Name

*Email Address

*Phone

Step 5: Fill in all *Required fields, including terms and conditions, and security question at bottom of page








Step 6: Once all *required fields are filled in, click on the green Register button at top of page

Careers

Search Jobs

 [»](#)

Welcome Mickey [Sign Out](#)

-  View Jobs Posted in Last 90 Days [>](#)
-  View All Jobs [>](#)
-  My Job Notifications [>](#)
-  My Job Applications [>](#)
-  My Favorite Jobs [>](#)
-  My Saved Searches [>](#)
-  My Account Information [>](#)

Now, you are ready to search for job openings, click on “View All Jobs” – see additional quick and easy guidelines for how to apply.

Need help? Contact the Human Resources Welcome Center at 303-982-6515