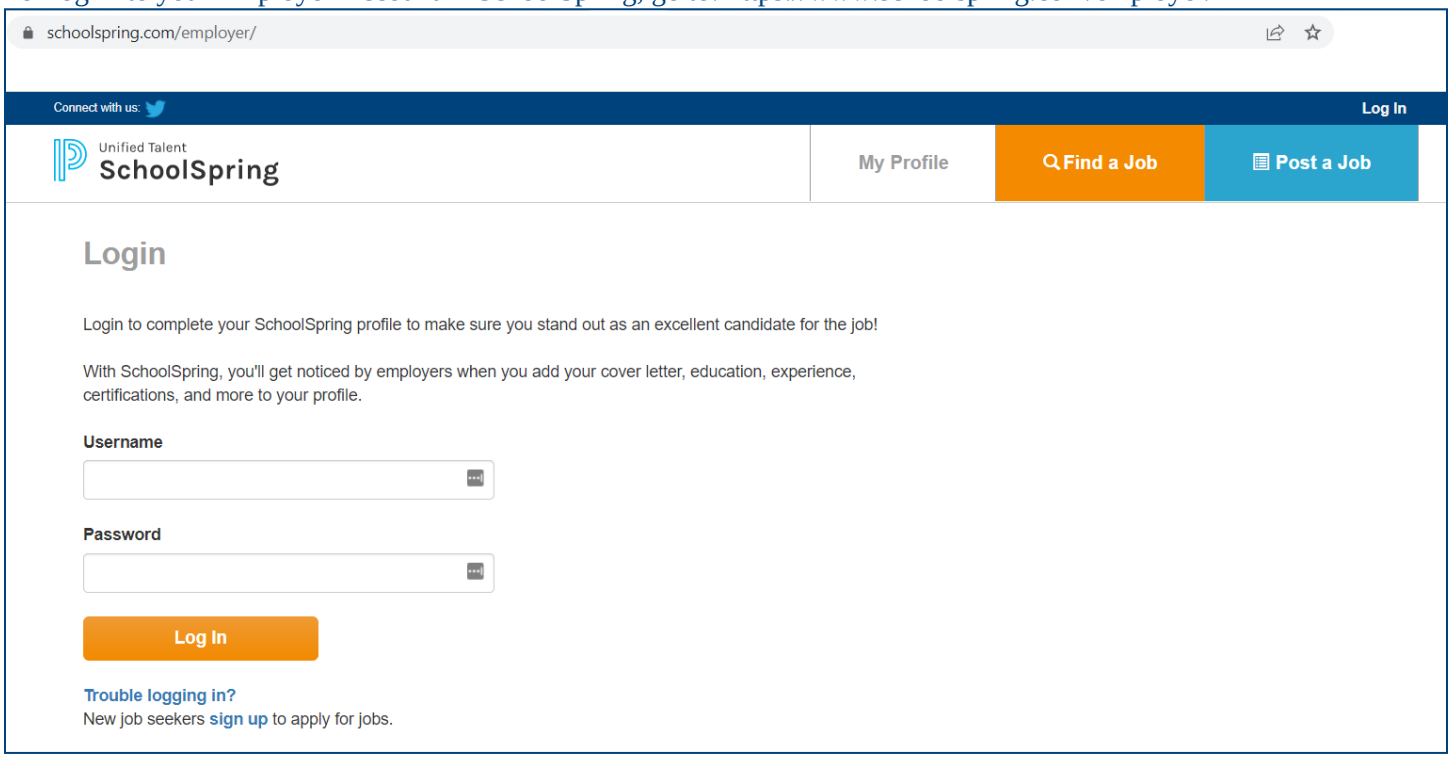
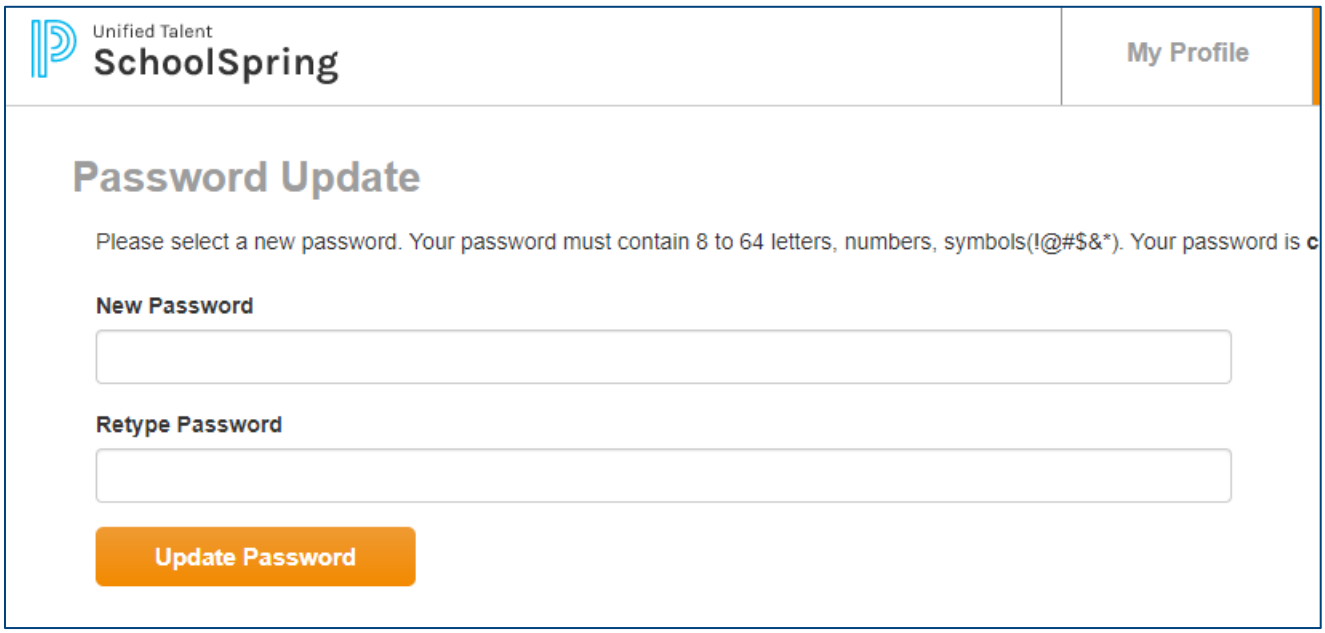
PowerSchool

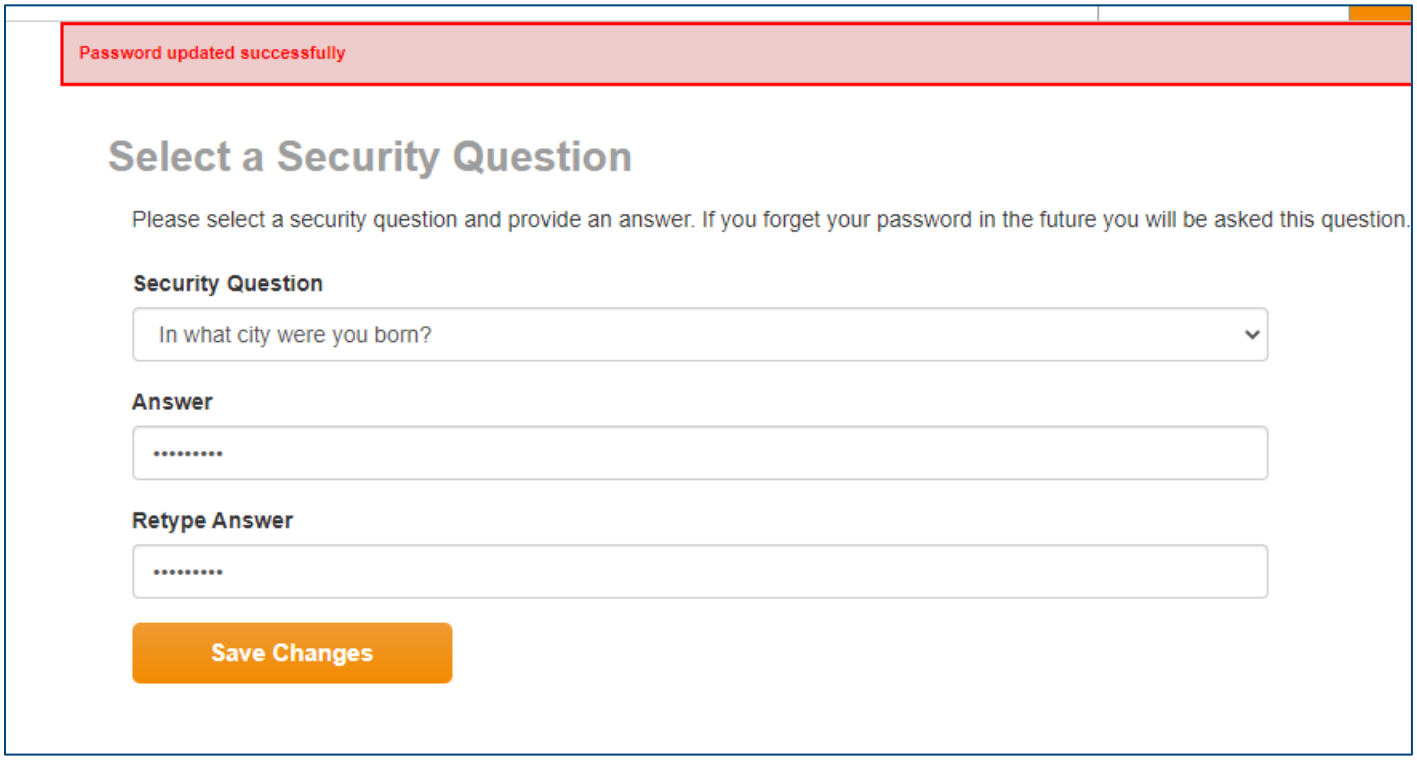
SchoolSpring

To Log in to your Employer Account in SchoolSpring, go to: https://www.schoolspring.com/employer/



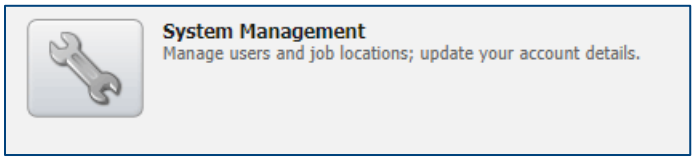
Use your login credentials provided by your ITC. Upon entering those credentials, you will be prompted to change your password and select a security question and answer.



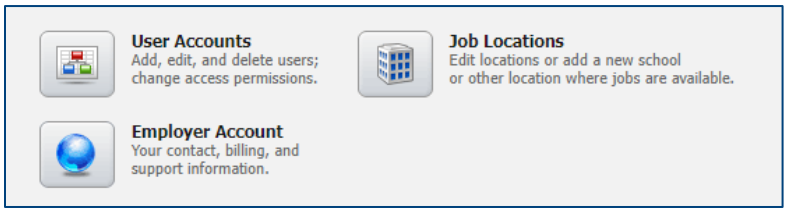


After your password reset is complete, you will be taken into the Employer Account.

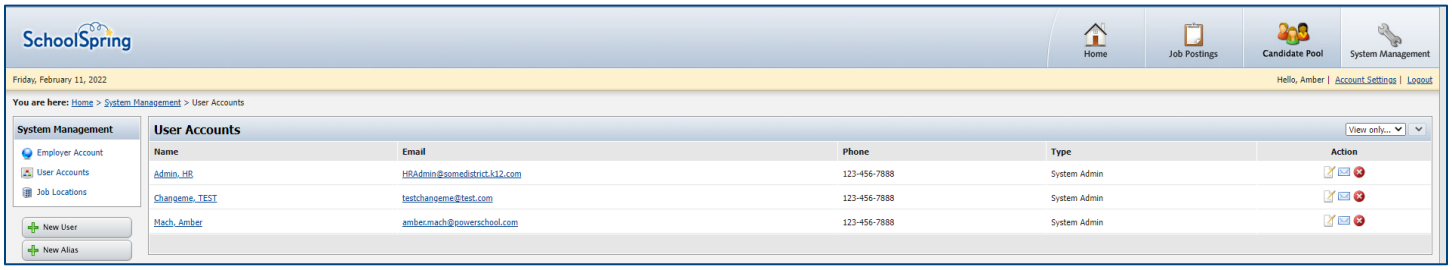
To make changes on the Employer Account, start with the System Management Icon.

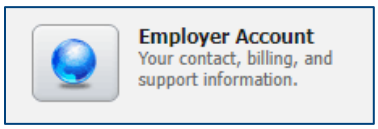


From here you can Add Users, Locations, or change details on the Employer Account.



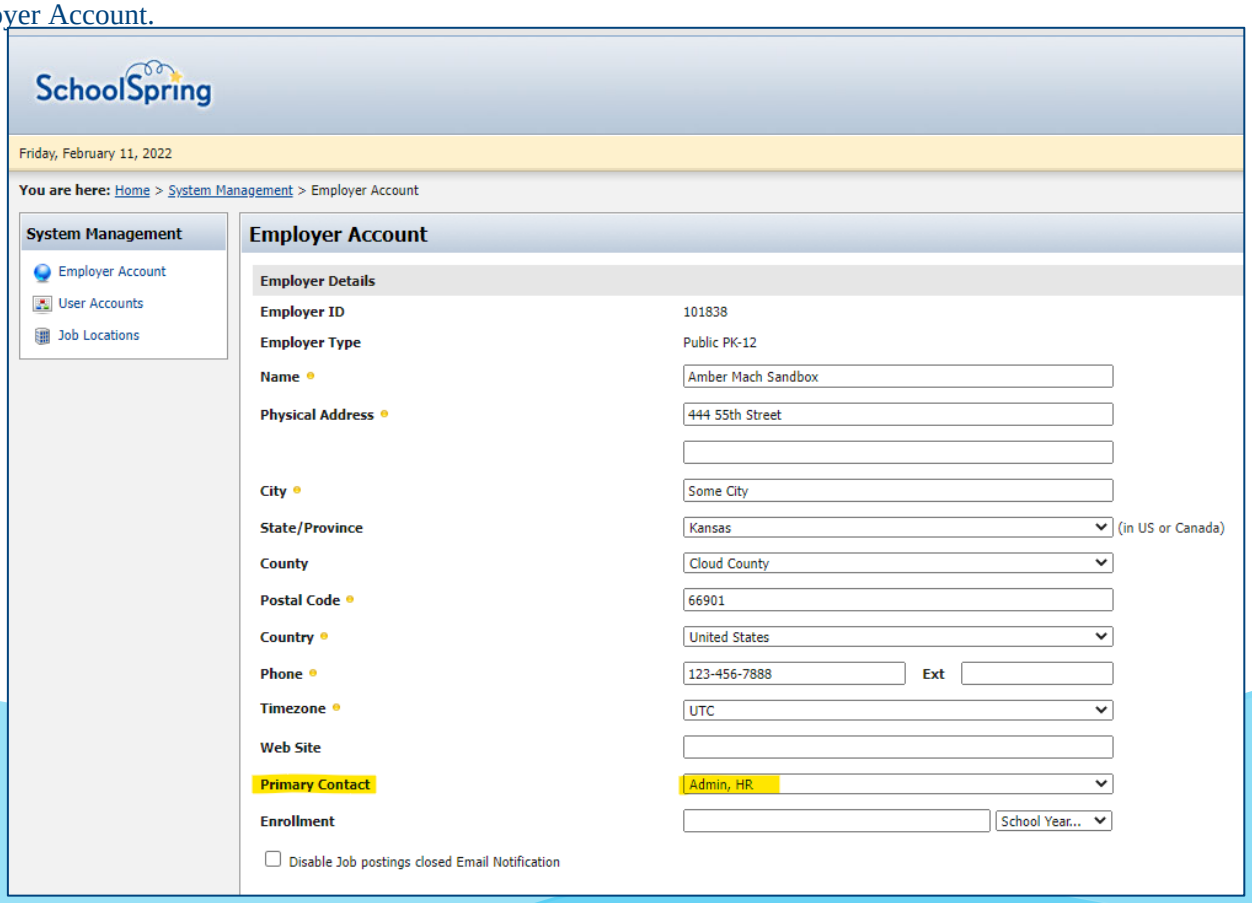
To Add Users click on User Accounts. Add users by clicking the New User Button. You can edit users by clicking the paper and pen icon. Delete users by clicking the red circle. And you can email login credentials by clicking the envelope icon.





The employer account can be edited by clicking on the icon. There are several sections that can be updated. See below.

NOTE: The Primary contact for your account will show up on all job postings. It's important to make sure this is the correct person for the district. It can be changed on each posting, but the default will be the user listed here on the Employer Account.



PowerSchool

Employer Description

The text below will be available to candidates as they search for jobs so they can learn more about your organization. Use this area to describe your schools and community, or anything else you'd like to generate interest in your job openings.

Employer Photo

Upload a photo to display on your employer profile page. You have not yet uploaded a photo for this school. If the photo is not 320 pixels wide x 240 pixels high the image will be resized.

Choose File No file chosen

Employee Benefits

If desired, provide your employee benefit information below for display on your employer profile page. Provide any additional information about benefits at your organization in the "Additional Information" box. Check the box below to have this information displayed for all job locations, otherwise you may specify different benefits for each location.

	Employer	Employee
Medical	%	%
Dental	%	%

Additional Benefits Information

☑ Use this benefits information for all job locations

Teacher Salary Schedule Information

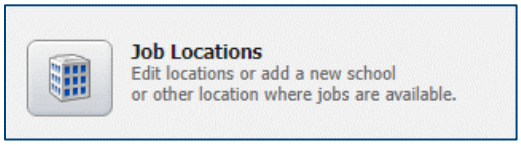
If desired, provide your teacher salary information below for display on your employer profile page. Check the box below to have this information displayed for all job locations, otherwise you may specify different benefits for each location.

Salary Level	Starting Annual Salary	Maximum Annual Salary
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$

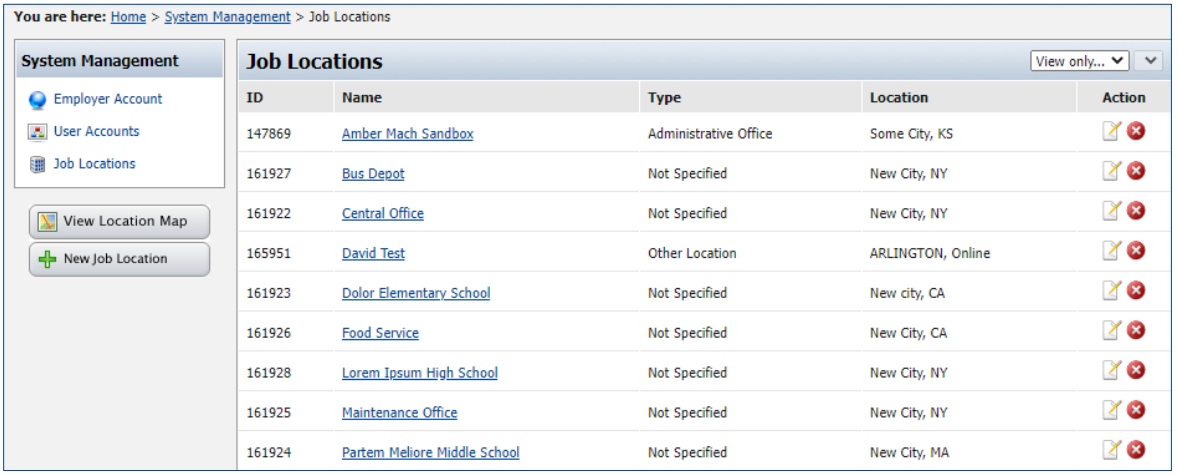
☑ Use this salary information for all job locations

Save Changes

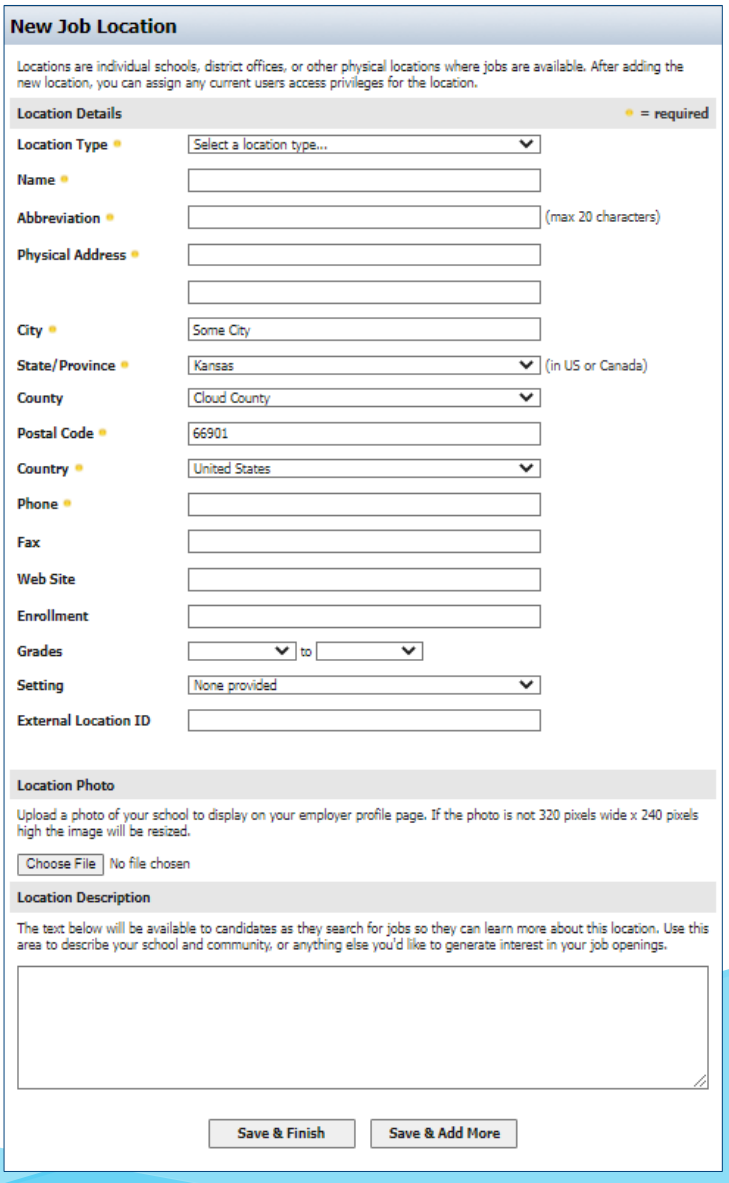
PowerSchool



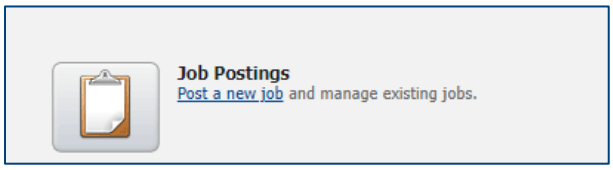
If the district is not using PowerSchool Applicant Tracking, Job Locations is how you will add/edit locations for job postings. If the district is using PowerSchool Applicant Tracking, all job locations will be managed within Applicant Tracking.



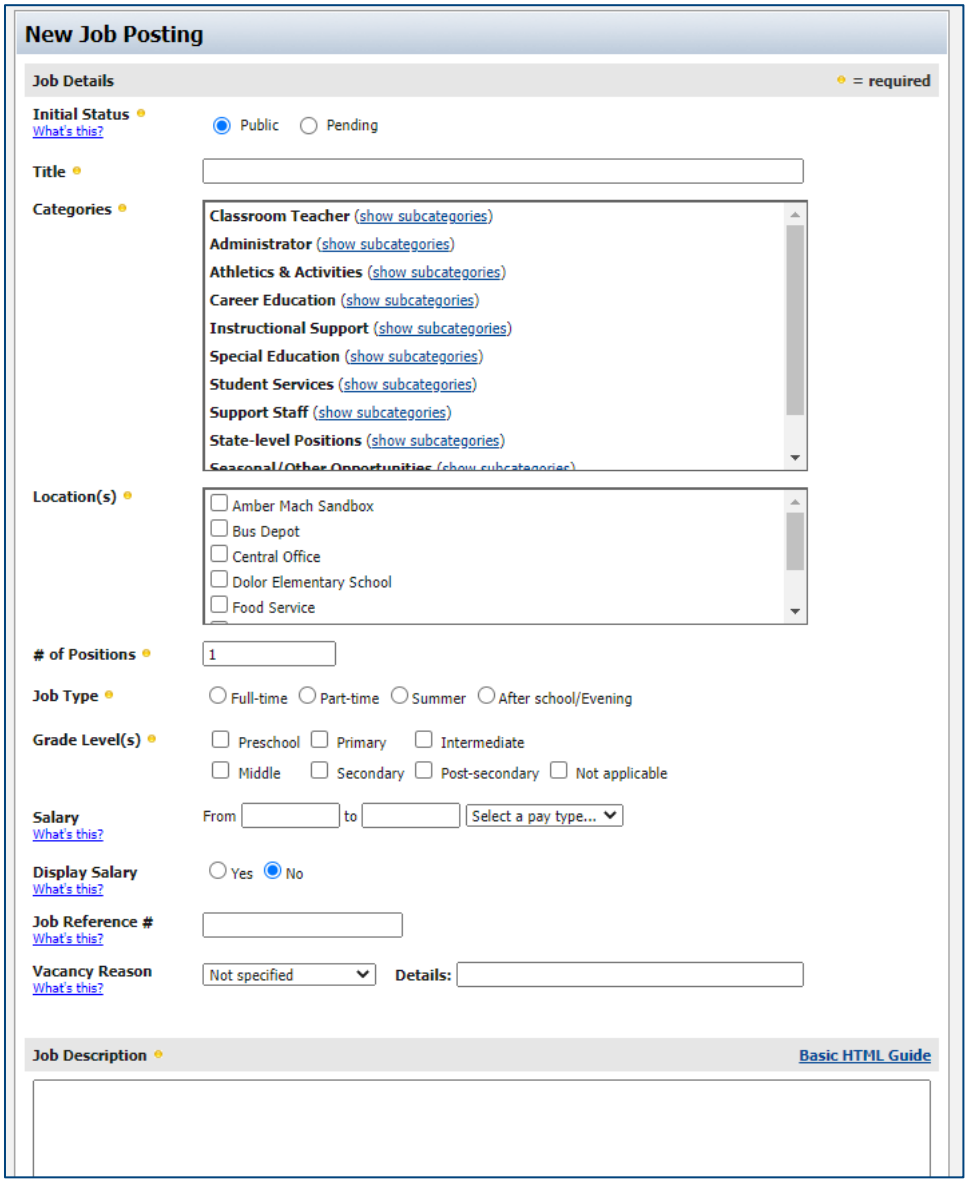
To add Job Locations in SchoolSpring, Click on Job Locations which will take you to a list of the locations in the system. Click on New Job Location on the left-hand menu and complete the form about the location. All items with a yellow circle are required.



If the district is not using Applicant Tracking, Job Postings is how you will create or close out job postings. If the district is using PowerSchool Applicant Tracking, all job postings will be managed within Applicant Tracking.

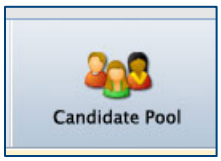


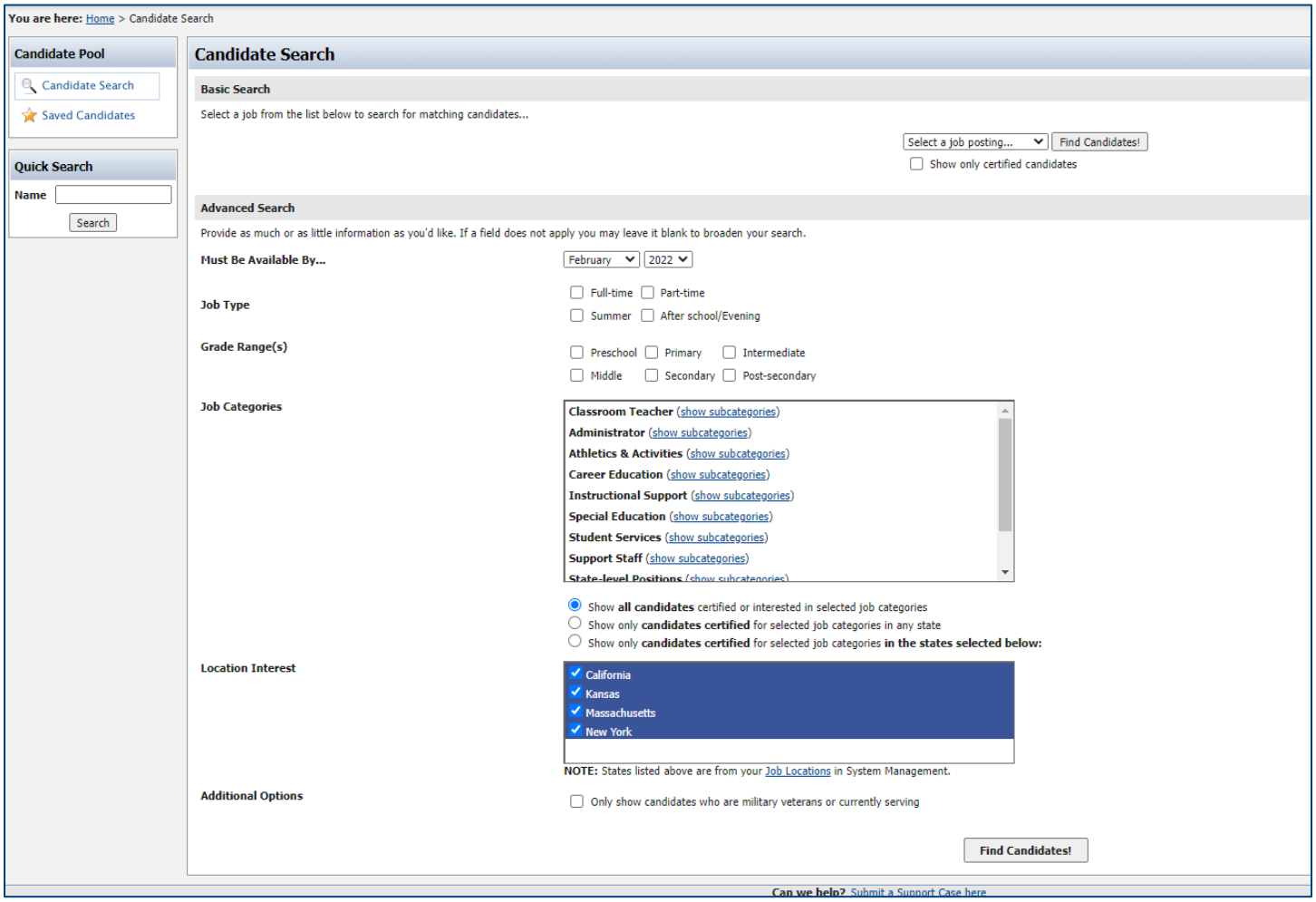
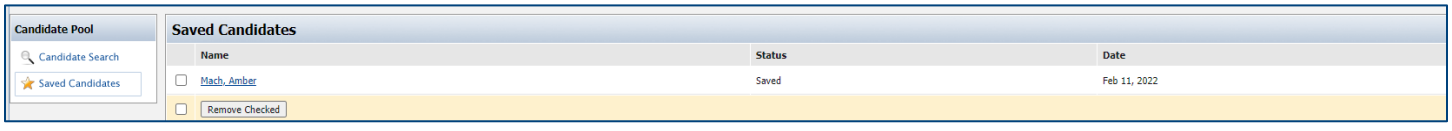
To begin Click on Post a New Job.



Fill in all the required fields and click on Post Job.

The Candidate Pool tool is a way for you to find candidates all over the U.S.





Once you have found a candidate you like, you can contact them (if their profile is set up to allow being contacted) and you can save them as a favorite.