



## SchoolSpring - How to Apply

*SchoolSpring is not compatible with mobile devices, apply on computer or laptop.*

### Sign Up

If you are an existing SchoolSpring user, signing in with a different email address, follow these steps to sign up and transfer information from your previous SchoolSpring accounts.

If you do not transfer information from your old account when you first sign in, you may lose the ability to access or transfer it.

1. Go to SchoolSpring Job Board.
2. Select **Sign In/Register**.
3. Click **Sign Up**.
4. Enter your **Email address** and then click **Continue**.
5. Enter your **Password**.
6. Click **Continue**.
7. You will receive a verification email. Click **Verify Your Account** to verify your email address.
8. Click **Back to SchoolSpring** to sign in.
9. Enter your **Email address**.
10. Click **Continue**.
11. Enter **Password**.
12. Click **Continue**.
13. Enter your previous SchoolSpring **Username** and **Password**. If you cannot remember your password, click **Forgot password** and reset your SchoolSpring password.
14. Click **Transfer** and then **Continue**. If you choose not to connect to your previous account, click **Skip**. Click **Confirm** to sign in.

### Sign In

Follow these steps if you have already transferred information from your previous account.

If an email address is already associated with an account, creating a new one will result in an error message.

1. Go to SchoolSpring Job Board.
2. Select **Sign In/Register**.
3. Enter your **Email address** and then click **Continue**.
4. Enter your **Password** and then click **Continue**. If you cannot remember your password, click **Forgot password** and reset your SchoolSpring password.

### **Reset Your Password**

1. On the sign-in screen, click **Forgot password**.
2. Enter your **Email Address** and then click **Continue**.
3. You will receive an email to reset your password. Click the URL or **Confirm**.
4. Enter a **New Password**. Reenter the same **Password**.
5. Click **Confirm**.
6. Click **Back to SchoolSpring** to sign in.

### **Find a Job**

The **Find a Job** tab allows users to search for, review, and apply for jobs.

1. On the **Find a Job** tab, enter a **Job Title** or **Employer** and a **Location**.
2. Click **Search**.
3. Optionally, enter a **Category**, **Grade Level**, or **Job Type** to narrow your search.
4. Click on a job to review more information about the job.
  - a. Optionally, click the **Favorite** icon to save this job in your [Saved Jobs](#).
5. Click **Apply for the job** to review the application for the job.

On the map view:

1. Click a **Job Count** icon to narrow your map view and review jobs in that location.
2. Click a job to review more information or apply for the job.

### **Set Job Assist Preferences**

Job Assist Preferences allow you to set preferences that determine whether employers can search for your profile.

To set job assist preferences:

1. Click **My Jobs**, and then click **Job Assist Preferences**.

2. Click the **Edit** icon.
3. Enter the necessary information.
4. Click **Save**.

## Manage Saved Jobs

In your Saved Jobs, review and apply for jobs you have saved using the **favorite** (heart) icon.

1. Click **My Jobs**, and then click **Saved Jobs**.
2. Click on a job to review more information.
3. Click **Apply for this job** to go to this job's application.
4. Optionally, click **Clear Unavailable Jobs** to clear all jobs to which you can no longer apply.

## Manage Job Notifications

In the Job Notifications tab, choose how often you want to receive emails and set up notifications based on specific criteria.

1. Click **My Jobs**, then click **Job Assist Preferences**.
2. Click the **Job Notifications** tab.

To set your email preferences:

1. In Email Preferences, click the **Edit (pencil) icon**.
2. Choose how often you want to receive emails.
3. Click **Save**.

## Manage My Profile

Enter Profile Information

Enter basic profile information:

1. Click **My Profile** on the side menu.
2. Click the **Edit** icon next to Your Full Name.
3. Enter the necessary information.
4. Click **Save**.

Enter Personal Information. Note: It is recommended to enter information on the Career Summary tab first, as it is the first thing reviewed by employers when considering a candidate's profile.

1. Click the **Edit** icon.
2. Enter the necessary information.
3. Click **Save**.
4. Repeat these steps for the **Contact Details** and **Demographic Information** tabs.

### **Upload Documents**

1. Click the **My Profile** tab.
2. Click the **Documents** section.
3. Select the type of document you want to upload and click **Add...** For example, click the **Cover Letters** tab and then click **Add Cover Letter**.
4. Enter a **Title**.
5. Click **Upload File** to choose your document.
6. Click **Save**.