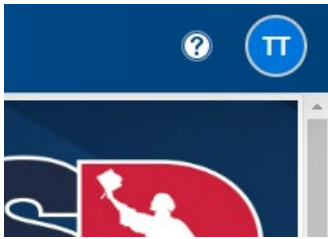
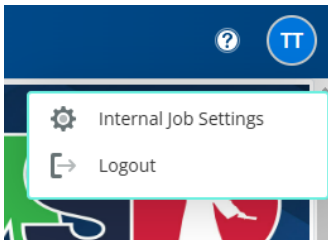


Internal Applicant Setup

- Go to <https://fortmillschools.schoolspring.com/>
- Log into your account
- Go to the top right-hand corner of the page and click on your initials



- Click on “Internal Job Settings”



- Enter your full employee email address
- Click on Verify

- This will set your account as an internal applicant. Click on “Find a Job” to start search and apply.

- Some may receive a pop-up that looks like this (follow the steps below):
Click on “Cancel”

- The applicant may be taken back to this screen
Click on “Skip”

 **Applicant Tracking**

Access Data

To access the data from an old account associated with **Fort Mill School District 4**, enter the credentials of your old account.

[Forgot Username or Password?](#)

Continue

[Skip](#)

- Click on “Go Back” and log in again

 **Applicant Tracking**

Access Data

Please note, if you have any previous data with **Fort Mill School District 4**, this step will prevent you from accessing it through this account

Continue

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