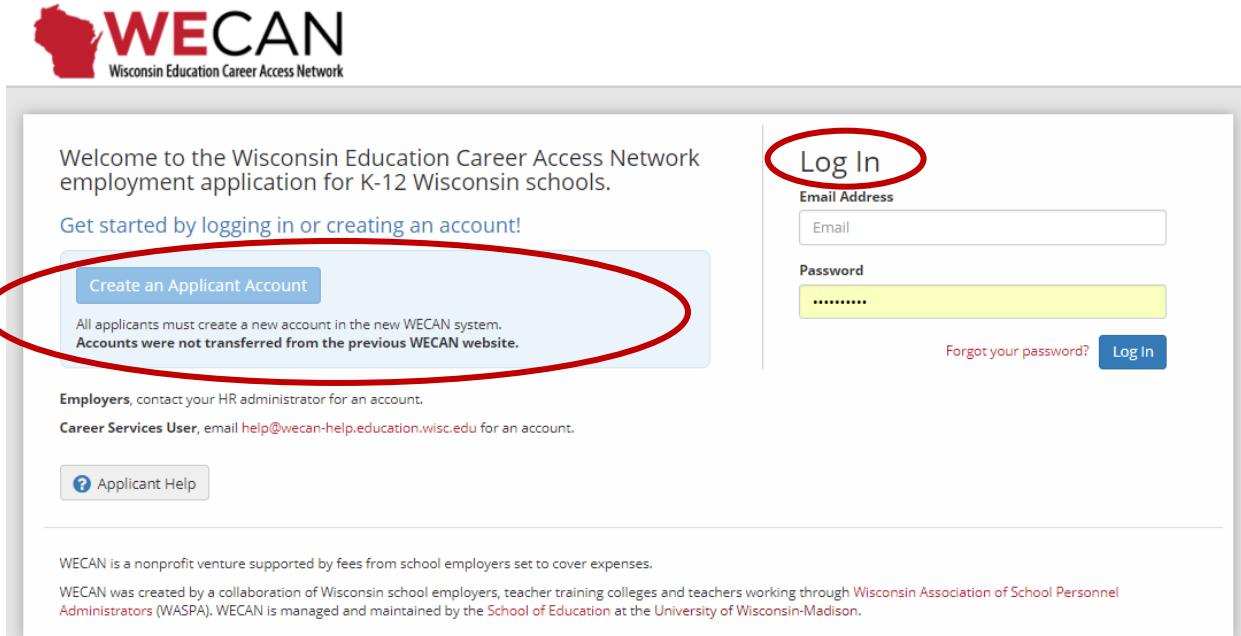


**Use your Internet Browser tools to turn on your browser's *Spell Check* feature.

CREATE YOUR WECAN APPLICANT ACCOUNT

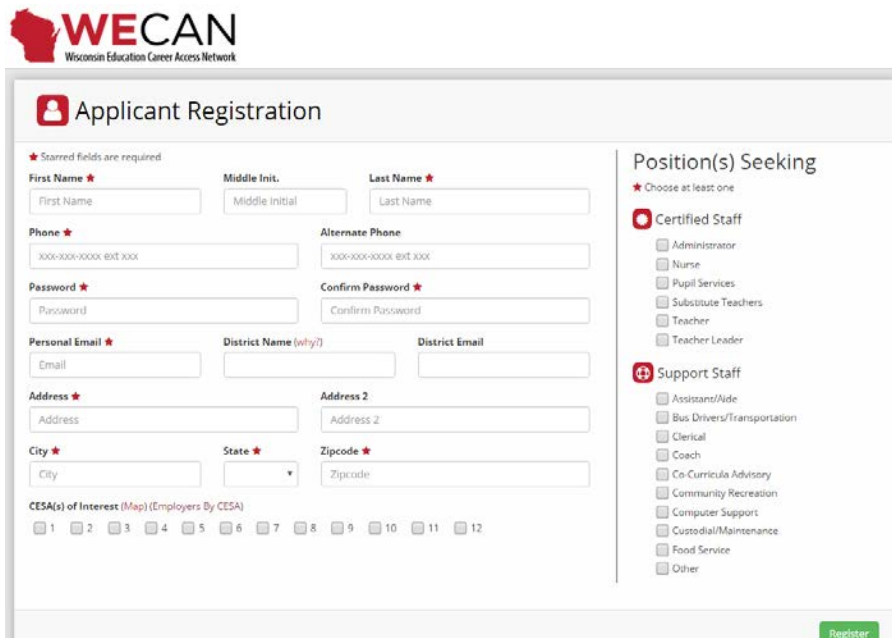
1. There is one login page for all WECAN users, <https://wecan.education.wisc.edu>. Add WECAN to your list of trusted websites.
2. Add help@wecan-help.education.wisc.edu to your email contact list within your email account.
3. Select the *Create an Applicant Account* to begin on the WECAN homepage, <https://wecan.education.wisc.edu>.



The screenshot shows the WECAN homepage. A red circle highlights the "Log In" link in the top right corner. Another red circle highlights the "Create an Applicant Account" button in the center-left area. Below the button, a note states: "All applicants must create a new account in the new WECAN system. Accounts were not transferred from the previous WECAN website." To the right of the button is a login form with fields for "Email Address" and "Password", and a "Log In" button. Below the login form are links for "Forgot your password?" and "Log In".

APPLICANT REGISTRATION PROFILE

4. Enter your contact information into the *Applicant Registration Profile*. The personal email that you enter in your Profile will also be part of your login information.



The screenshot shows the "Applicant Registration" form. It includes the following sections:

- Personal Information:** First Name, Middle Init., Last Name, Phone, Alternate Phone, Password, Confirm Password, Personal Email, District Name, District Email, Address, Address 2, City, State, Zipcode.
- Position(s) Seeking:** A section with a "Choose at least one" instruction and two categories: "Certified Staff" (with options like Administrator, Nurse, Pupil Services, Substitute Teachers, Teacher, Teacher Leader) and "Support Staff" (with options like Assistant/Aide, Bus Drivers/Transportation, Clerical, Coach, Co-Curricula Advisory, Community Recreation, Computer Support, Custodial/Maintenance, Food Service, Other).
- CESA(s) of Interest:** A section with a "Map" link and a list of checkboxes numbered 1 through 12.

A "Register" button is located at the bottom right of the form.

CONFIRM YOUR ACCOUNT

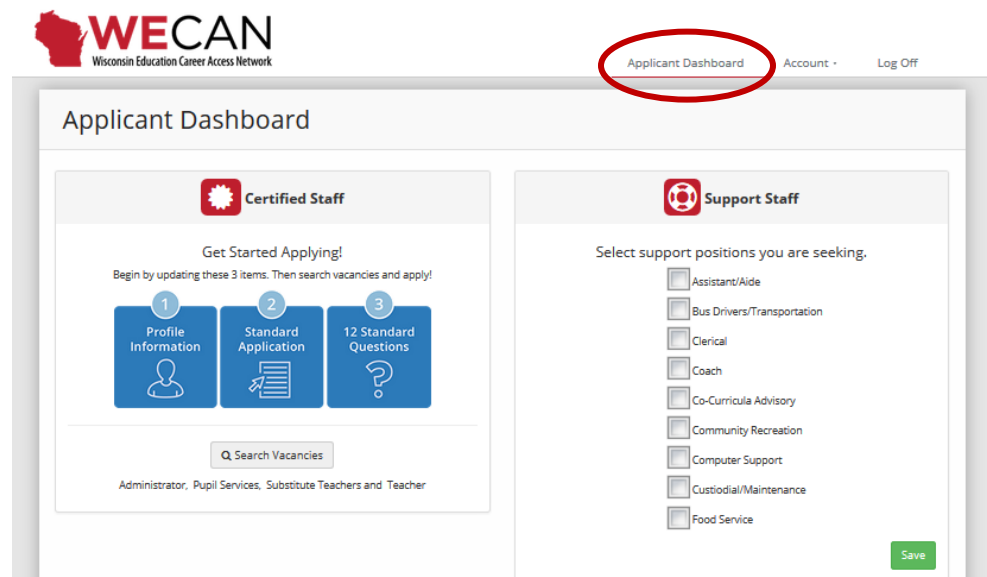
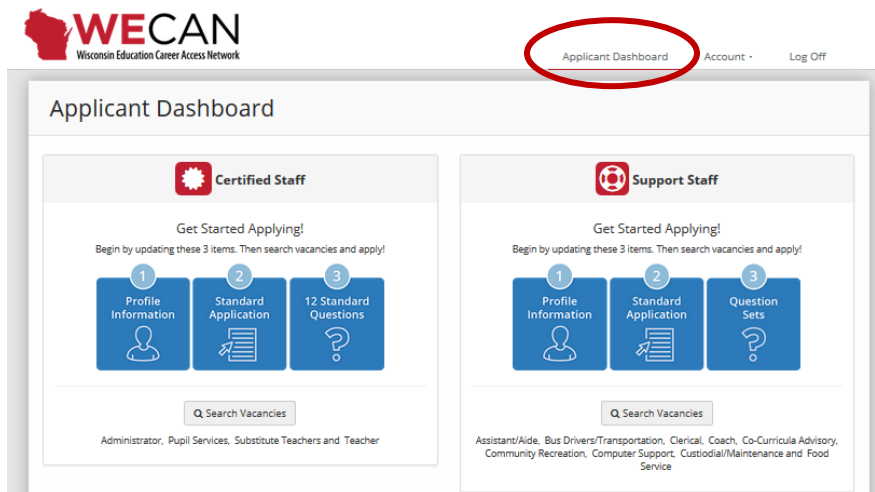
5. Confirm your account by opening the link sent to you in the WECAN email after you submit/register your *Profile*. **This step must be completed before you can login and complete your account.**

GET STARTED APPLYING

6. Login to your WECAN account. Complete your Standard Application for the types of positions you are seeking, you may have access to one or both of the vacancy listings (Certified Staff and Support Staff). WECAN opens to the main menu/*Applicant Dashboard (main menu)*.

HINTS AND REMINDERS

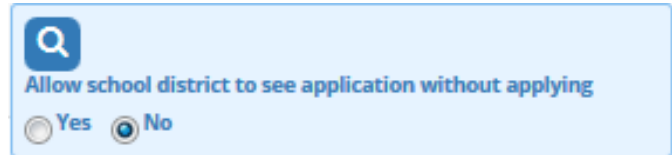
- SAVE each section as you complete it.
- List all *Education and Work Experiences*; there is no limit to the number of entries.
- Entries under *Education and Work Experiences* are automatically sorted by date, in reverse chronological order.



7. Depending on the types of positions you are seeking, you may have access to one or both of the vacancy listings (Certified Staff and Support Staff). Refer to the above screen capture to identify the types of positions in each category.

HINTS AND REMINDERS – CERTIFIED STAFF

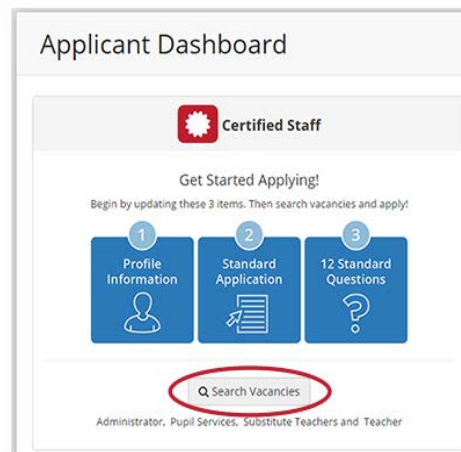
- Selecting “Yes” at the top of the page allows districts to find you by license and certification areas, years of experience, type of position sought, name, etc. without having applied for a position within the district.
- For each degree listed in the *Education* sections, you will be asked to indicate if the academic program provided Teacher/Administrator/Pupil Services certification.
- **Full-Time Equivalency** or FTE identifies the percent of full-time work status of an employee. Student teaching is typically 40 hours per week so it may be listed as 1.0 or 100% FTE.



8. Upload PDF documents of your résumé, letters of recommendations, and transcripts on your WECAN Dashboard in *My Documents*. You may upload up to 10 file attachments. Document titles **MUST** be less than 50 characters. Maximum size of each PDF is 4MB.
9. Answer the *Standard Questions* required for the types of positions you are seeking. Answering these questions in advance prepares your application for submittal when you find postings that interest you.

SEARCHING AND APPLYING FOR VACANCIES

10. Use the *Search Vacancies* button(s), Certified and/or Support Staff, to view opportunities. On the Search Vacancies page select your vacancy criteria and click the Search button. Results will appear below the search form. Use the title of the position hyperlink to learn about the position.



11. Select the *Apply* button in the upper left corner to begin the application process. WECAN guides you through the specific requirements. The *Apply* process is a two-step process.

Any modifications for a specific position MUST be made at this time. (Changes are saved as the *Standard Application*.)

- a. Review the content of your application and your answers to *Standard Questions* sets.
- b. Modify answers to question sets. This is the only time you can make changes for a specific position.
- c. Update your application with information for the specific position. Note the *Last Updated* date on the *Standard Application*.
- d. Any changes that you make will now be saved as your default information.
- e. Attachments **MUST** be uploaded and you must indicate with green check mark which documents are to be included with your application.
- f. Add your online cover letter, if required.
- g. Answer the criminal background questions each time you apply.

HINTS AND REMINDERS

- Cover letters are submitted online through the provided text box. Content of your cover letter may be copied and pasted or typed directly into the text box. It is strongly recommended that cover letters be customized for the specific position.
- To apply for internal vacancies, make sure that your employing school's name and your school email address has been included in your *Profile Information*.

You're applying for: 7-12 Science Teacher

Standard Application
STATUS: Complete
+ Add Classroom Work Experience
+ Add Non-Educational Work Experience
100%
Available to Start: January 1, 2021
LAST UPDATED: April 17, 2017

12 Standard Questions
STATUS: Complete
12 of 12 questions have been answered.
100%
LAST UPDATED: March 10, 2017

Cover Letter (4000 character limit)
test

Add / Select Documents
PDFs only. Max file size: 4MB. Check files to include with application.
This vacancy requires: ★ Resume, Letters of Recommendation
Resume Sample - chronological
Teacher Cover Letter
Heimann reference ltr.
Krueger reference ltr.
Sopandor
McFee
UM Transcript
MIJ Transcript

Criminal Background
Have you ever pled guilty, or no contest/nolo contendere, to or been convicted of an ordinance violation (other than minor traffic violations), misdemeanor, or felony?
Do you have any pending criminal charges?
Cancel Save

12. If you attempt to submit your application and you do not receive notice that it was successfully submitted, WECAN identifies in red font the areas that need additional information. If you experience spinning, information is missing from your application. Review!

You're applying for: Special Education Teacher Grades 7-12

Standard Application
STATUS: Incomplete
▲ Add Personal Statement
▲ Authorization, Release, and Certification is required
67%
Available to Start: January 1, 2021
LAST UPDATED: February 8, 2017

12 Standard Questions
STATUS: Incomplete
8 of 12 questions have been answered.
67%
LAST UPDATED: February 3, 2017

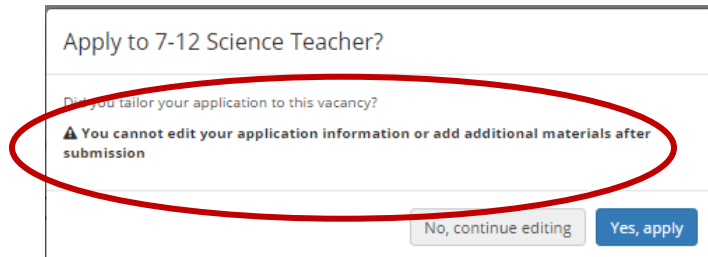
Cover Letter (2000 character limit)
None

Add / Select Documents
PDFs only. Max file size: 4MB. Check files to include with application.
This vacancy requires: ★ Resume, Letters of Recommendation
+ Add PDF

Criminal Background
0 of 2 questions have been answered

Please complete required information. Preview Apply

13. When you select the Apply button, you will be asked to confirm that your materials have been reviewed and updated. Verify that you have included all requested documents and you have answered all questions for the position. You will be notified that, **once your application materials are submitted for a specific vacancy, you will not be able to modify your application for the position.**



VIEWING APPLICATION STATUS AND CONTENT

14. Confirm your application history at the bottom of your *Applicant Dashboard*. School systems do not see *In Progress* applications, only *Submitted* applications. Select *Submitted* to view your application and answers to questions. *In Progress* applications have been initiated, but not submitted to the school system.

Search Vacancies

Administrator, Nurse, Pupil Services, Substitute Teachers, Teacher and Teacher Leader

Search Vacancies

Assistant/Aide, Bus Drivers/Transportation, Clerical, Coach, Co-Curricula Advisory, Community Recreation, Computer Support, Custodial/Maintenance, Food Service and Other

My Documents

PDFs only. Example files: resumes, transcripts. Max file size: 4MB

Resume Sample - chronological

Teacher Cover Letter

Heimann reference ltr.

Krueger reference ltr.

Sonander reference ltr.

McAfee reference ltr.

UM Transcript

MU Transcript

+ Add PDF

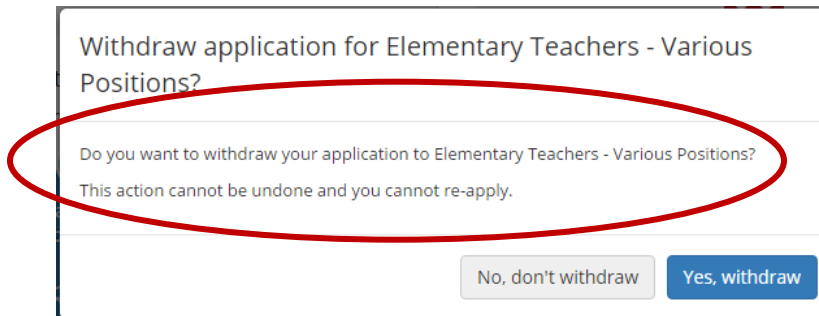
My Applications

| Vacancy ID | Position title | Employer | Status | Apply Before | Start Date | |
|----------------------|---|------------------------------------|-------------|--------------|------------|----------|
| 852 | 7-12 Science Teacher | White Lake | Submitted | Until Filled | 8/28/17 | Withdraw |
| 2061 | MS/HS Spanish Teacher | School District of Wausaukee | In Progress | Until Filled | 8/24/17 | |
| 2847 | Middle School Language Arts Teacher | School District of South Milwaukee | In Progress | 3/26/17 | 8/22/17 | |
| 3034 | Special Education Early Childhood Teacher | School District of South Milwaukee | Withdrawn | 4/1/17 | 8/22/17 | |
| 3060 | Elementary Teacher - Fourth Grade - Weston Elementary | D.C. Everest School District | Withdrawn | Until Filled | 8/29/17 | |
| 3199 | Music Teacher - Horning Middle School | School District of Waukesha | In Progress | 3/17/17 | 8/22/17 | |
| 3255 | 17/18 Cross Categorical Teacher | Waunakee Community School District | Submitted | Until Filled | 8/22/17 | Withdraw |



WITHDRAWING APPLICATIONS

15. If you decide to withdraw your application from a specific position, use the *Withdraw* button found in *My Applications* at the bottom of your *Applicant Dashboard*. **You may not undo the withdrawal of your application. You may not resubmit it. **Withdrawing an application is a two-step process, not a mistake.****

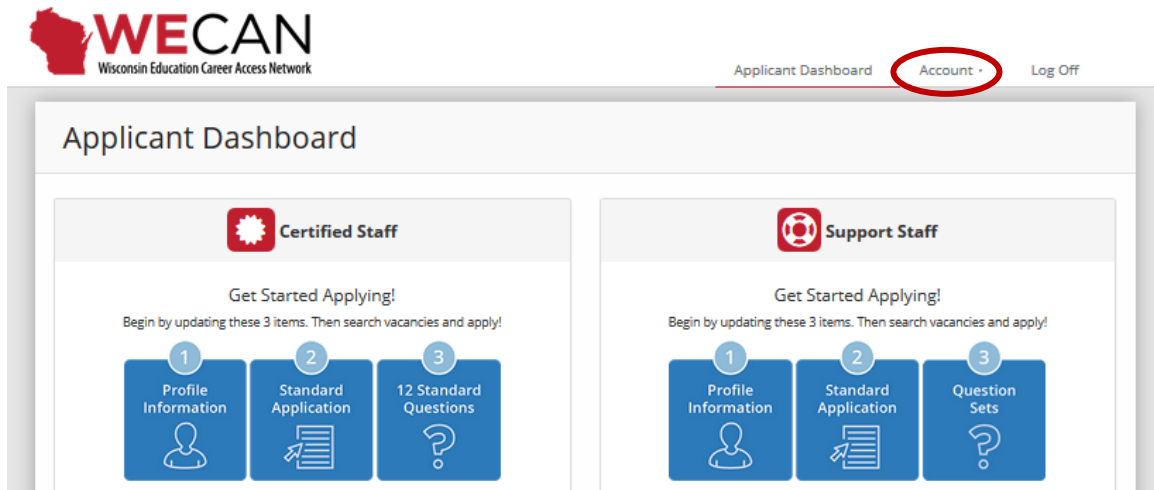


Withdraw application for Elementary Teachers - Various Positions?

Do you want to withdraw your application to Elementary Teachers - Various Positions?
This action cannot be undone and you cannot re-apply.

No, don't withdraw Yes, withdraw

16. To update your contact information or to change your email address, login, access your *Profile Information* from your *Applicant Dashboard* or the *Account* settings. Your Password may be changed using the drop-down menu in your *Account* settings.



WE CAN
Wisconsin Education Career Access Network

Applicant Dashboard **Account** Log Off

Applicant Dashboard

Certified Staff

Get Started Applying!
Begin by updating these 3 items. Then search vacancies and apply!

- 1 Profile Information
- 2 Standard Application
- 3 12 Standard Questions

Support Staff

Get Started Applying!
Begin by updating these 3 items. Then search vacancies and apply!

- 1 Profile Information
- 2 Standard Application
- 3 Question Sets