

# How to Apply to a Job Internally

CUSD employees applying for an internal position should apply internally through PowerSchools SchoolSpring

1. Go to <https://chandler.schoolspring.com/>
2. Go to the top right-hand corner and click Sign In/Register



3. Click Sign up

The SchoolSpring login page. It has the SchoolSpring logo at the top. Below it, the text 'Enter your email address to log in.' is followed by an 'Email address\*' input field. A blue 'Continue' button is below the input field. At the bottom, it says 'Don't have an account? Sign up' with a green arrow pointing to 'Sign up'.

4. Create your account using your CUSD Email, click "Continue"

The 'Create Your Account' page. It has the SchoolSpring logo. Below it, the text 'Create Your Account' is followed by 'Sign Up to PowerSchool to continue to SchoolSpring.' There is an 'Email address\*' input field with a green arrow pointing to it. Below the input field is a blue 'Continue' button with a green arrow pointing to it. At the bottom, it says 'Already have an account? Log in'.

5. Create Password

The 'Create Your Account' page. It has the SchoolSpring logo. Below it, the text 'Create Your Account' is followed by 'Set your password for PowerSchool to continue to SchoolSpring.' There is a password input field with an 'Edit' link to its right. Below the input field is a blue 'Continue' button. At the bottom, it says 'Already have an account? Log in'.

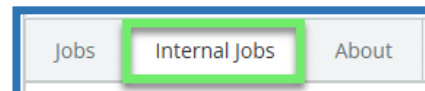
6. Go to Email and verify account

The email verification page. It has the SchoolSpring logo. Below it, the text 'Check your inbox to login' is followed by an envelope icon. Below the icon, it says 'To complete registration and log in, click the verification link in the email we have sent to'. There are three buttons: 'Resend Verification Link', 'Continue to Job Board' (highlighted with a green box), and 'Use Another Account'.

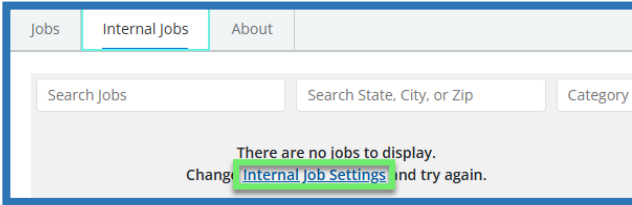
7. Go to Step 2 and Sign into SchoolSpring

The SchoolSpring login page. It has the SchoolSpring logo. Below it, the text 'Enter Your Password' is followed by 'Enter your password for PowerSchool to continue to SchoolSpring.' There is a password input field with a green arrow pointing to it. Below the input field is a blue 'Continue' button. At the bottom, it says 'Don't have an account? Sign up'.

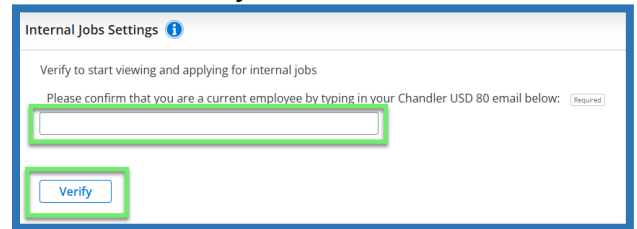
8. Click on the **Internal Jobs** tab



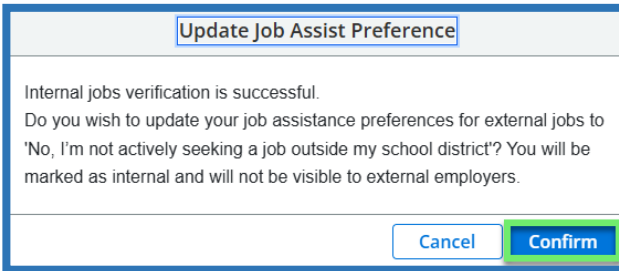
9. Click on Change **“Internal job settings”** and try again



10. Verify to start viewing and applying for internal jobs. Type your **CUSD email** and click on **“Verify”**



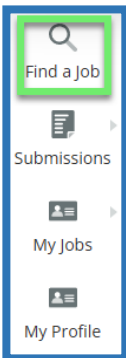
11. Click **“Confirm”**



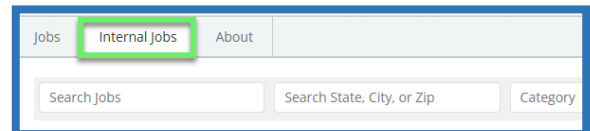
12. Go to Outlook Email and verify account



13. Click on the magnifying glass **“Find a Job”**



14. Click **“Internal Jobs”** Tab



You should now see internal jobs. If you do not see internal jobs, try refreshing your browser.