

### Searching Job Postings & Applying

1. Click **Search Jobs** from the Job Postings menu. Only job postings for this specific school district will be displayed.
2. Click the **Position/Subject** of the job posting of interest to view the job description.
3. Click **Apply** at the bottom of the job description page and answer any job posting related questions.

### How Do I Know I Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission.
2. An email confirmation with the details of the posting.
3. The posting appears in your **Jobs Applied To** page under the **Job Postings** section.

### Activating A Job Alert

1. From the Job Postings menu click **Search jobs**.
2. On the right-hand margin in the '**Job Alerts**' section give our search a name and select the option to '**Create Alert**'.
3. Once the job alert is created, an email will be sent to you to validate the alert. To update or review your job alerts go to the **Manage Job Alerts** page of the **Job Postings** menu.

