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Applicant Guide 1

Applicant Guide

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Welcome to CareerPortal. CareerPortal is an easy-to-use, lightweight application system that allows you save job posts, easily manage profile settings, send messages to employers about job posts, and much more.

The CareerPortal's User Guide provides a look at CareerPortal's key user features using process orientated use-cases that illustrate how to perform tasks within CareerPortal so that you can find that perfect job. Let's get started™.

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Before You Begin

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Get Started

1. Register for a CareerPortal Account

Register

To begin the process of applying for a job you will need to register for an account. You can click **Register** on the CareerPortal homepage, or click **Create an Account** on the CareerPortal Login page.

Create a CareerPortal account



Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

User Information

Field	Description
First Name	Type your first name.
Last Name	Type your last name.
Email	Type your email address.

Click **Next**.

Basic Information

User Name	Type unique username.
Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ∘ Uppercase letters (A–Z) ∘ Lowercase letters (a–z) ∘ Numbers (0–9) ∘ At least one allowed special character
Password Verification	Retype the password.

Security Question

Security Question	Type a security question. It should be something only you would know. This question will be used to reset your password should you forget it.
Security Answer	Type your answer to the security answer above.
I agree to the Terms of Service and Privacy Policy	Select this to continue. Click **Terms of Service** or **Privacy Policy** to read each of the documents.

❑ Click **Next**.

License Agreement

Review and accept the End User License Agreement (EULA) for ASCENDER. This agreement must be accepted in order to proceed.

❑ Select **Accept**.

❑ Click **Next**.

Complete

A message is displayed indicating that your ASCENDER CareerPortal account has been created. Click **Finish**.

The ASCENDER CareerPortal opens and displays the Job Dashboard page indicating that you have successfully logged on to the portal.

2. Log In to CareerPortal

Login

The Login page is used by CareerPortal users to log into the system. If you don't have an account yet, see Don't have an account yet? section below.



Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

Log into CareerPortal

User Name	Type your user name.
Password	Type your password.

Click **Login**. Your CareerPortal Job Dashboard is displayed.

Don't have an account yet?

Click **Create an account** to register.

Did you forget your password?

We all forget our passwords. Thankfully, CareerPortal makes it easy to reset your password.

Click **Reset Password** on the Login page.

Field	Description
Username	Type your username. You only have to type your username or email address.
Email	Type your email address. You only have to type your username or email address.
I'm not a robot	You may be asked to complete a simple recognition task to verify that you are not a robot. If this is the case, complete the recognition task, and click **Verify**.
Continue	Continue.

Answer your security question to continue

Field	Description
Answer	Type the answer to the security question that you typed when creating your account.
Continue	Continue.

Enter and confirm new password

Field	Description
New Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ◦ Uppercase letters (A–Z) ◦ Lowercase letters (a–z) ◦ Numbers (0–9) ◦ At least one allowed special character
Confirm Password	Retype the password.
Reset Password	You are taken to the CareerPortal log in page. CareerPortal will also send a password reset confirmation email to the email address used to register your CareerPortal account.

Logging out of CareerPortal

When you are logged into your CareerPortal account, each page displays **Logged into CareerPortal as: <Your Username>** in the top right corner.

- Click your username. A drop-down menu will appear.
- Click *Log Out*. A log out confirmation page will appear.
  - Click **Yes. Logoff.** to log off.
  - Click **No. Stay logged in.** to remain logged into CareerPortal.

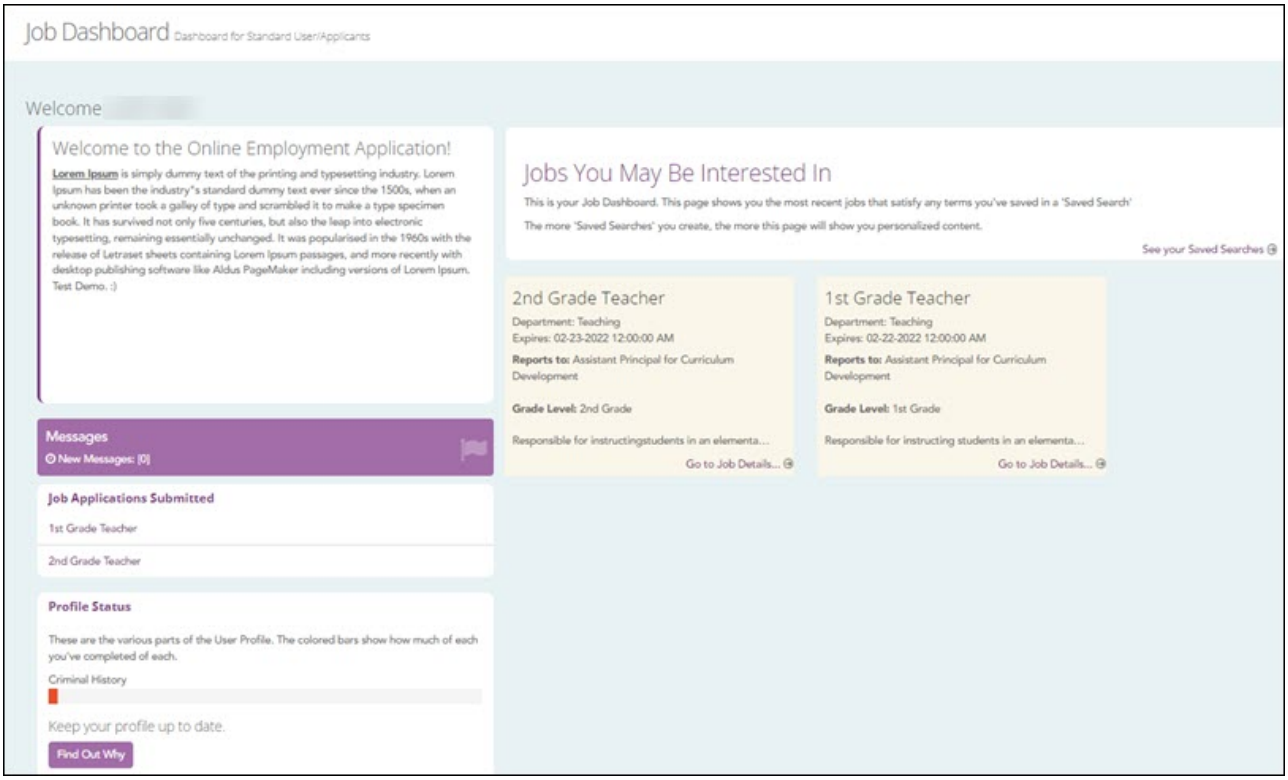
3. Explore the Job Dashboard

Job Dashboard

CareerPortal's Job Dashboard provides an all-in-one experience for your job search and application process. The Job Dashboard makes it easy to view your saved search results, access your messages, and view jobs that you have applied for.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Your Job Dashboard is divided into several sections for quick access to important information.



Messages

The tile displays the number of new messages in your inbox. Click **Messages** to go to your inbox.

Job Applications Submitted

The tile displays a list of all of the jobs that you have applied for.

Profile Status

Three categories are listed:

- Contact Information
- Criminal History
- Availability.

The colored bars depict the percentage of the questions you have completed on the Profile Questions page.

Click the **Find Out Why** button to review why it's important to keep your profile up to date.

Jobs You May Be Interested In

This section displays job posts related to keywords in your saved searches. If there are less than

nine jobs that are relevant to your searches, the most recently posted jobs are displayed.

Click the job post's title, or click **Go to Job Details** to view the Job Detail page.

4. Update Your Profile
    1. Update Your Profile Settings

Profile Settings

The Profile Settings page allows you to edit or update your personal information. Your profile settings page was created when you first registered for a CareerPortal account. If an account was created for you, then review your profile settings information to make updates where necessary. You can view and update your profile settings at any time.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and update your profile settings

You can edit the following fields at any time.

Field	Description
First Name	Edit your first name. You can also change your first name on individual applications, if needed.
Last Name	Edit your last name. You can also change your last name on individual applications, if needed.
Select a Username	Edit the user name that you use to sign into CareerPortal.
Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ■ Uppercase letters (A–Z) ■ Lowercase letters (a–z) ■ Numbers (0–9) ■ At least one allowed special character **Note**: Leave this field and the **Confirm Password** field blank if you do not want to change your password.
Confirm Password	Retype the password.

Contact Information

Field	Description
Email Address	Update your password if it is different from the one listed.

Field	Description
Email Confirmation	Send an email confirmation message to the email address typed into the **Email Address** field. The Email Confirmation page is displayed indicating that a confirmation has been sent or that your email address has been confirmed.
Primary Phone	Type your primary phone number.
Secondary Phone	Type your secondary phone number.

Account Recovery

Field	Description
Security Question	Type a hint question. This question will be used to reset your password should you forget it.
Security Answer	Type your hint question response.

Field	Description
Save	Save your work.
Cancel	Cancel and return to the previous page.

2. Update Your Profile Questions

Profile Questions

The Profile Questions page allows you to answer core job application questions. Your answers will act as a template when you apply for a job so that you do not have to re-type your answers to questions common to all applications. You can change your answers at any time by editing this page or by changing your answers when you apply for a job. Required fields are marked with a red asterisk.



Notes:

- Profile questions will vary based on organizational standards. If you update your profile questions after you have started an application, your updated information will not be reflected on the application. Update your profile questions before beginning an application.
- The percentage of the questions answered is displayed at the top of the page as well as under **Profile Status** on the Job Dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Change or add profile question information

- Update your personal and professional information where needed.
- Click **Submit** to save your profile questions and return to your My Profile page.

Other functions and features

Documents	View or attach supporting documentation.

5. View and Respond to Your Messages

Messages

The Messages page allows you to view your messages. Messages about job applications, the application process, and questions asked or answered are available on this page. Unread messages are displayed by default. Your messages can be sorted at any time by clicking on a column's heading. You can also view and search your messages using the Search field. Your messages are also accessible from the Messages panel on your dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and respond to messages

Your inbox displays all of your messages including sent responses and answered questions. Your inbox opens displaying all of your unread messages by default. Using your inbox is much like using an email program.

Column	Description
View	Read all posts within a message thread. View appears in red font for messages marked read.
Position Name	Displays the position that is the thread's topic.
Original Poster	Displays the original sender's name.
Message	Displays the message.
Date & Time Stamp	Displays the message's timestamp.
Responses	Displays the number of individual messages (posts) that comprise a message thread.

Using your inbox

Use the drop-down record menu under **Inbox** to select the number of messages to display.

Field	Description
Unread	View all of your unread messages.
All	View read and unread messages. The **View** button on read messages are gray while unread messages have a green **View** button.
Muted	View muted messages.

Message Thread

Click **View** to open the message thread.

The Message Thread page is displayed. The subject of the message, timestamp, sender name,

and message is displayed.

On the left, you have the following options:

Field	Description
Return	Return to the Messages page.
Reply	Reply to the message.
Mute	Click **X** to mark the message and all threads as muted. Muted messages are messages that you no longer wish to receive notifications on. Rather than deleting a message, CareerPortal allows you to mute it.
Read	Click **X** to mark the message as read. Click ✔ to mark a message as unread. Read messages can be viewed under **All** on the Messages page.

Search for and Save Jobs

1. Search and Save Jobs

Search Jobs

The Search Jobs page allows you to view and search for jobs. Available jobs are listed in a grid on this page. By default, all CareerPortal jobs are viewable. You can filter your search to search for specific criteria. You can also save your searches for later viewing.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Columns on the Search Jobs page

Column	Description
View	View the job on the Job Detail page.
District (Co-op)	Displays the co-op that the job position is posted for.
Position Type	Displays the job's department (e.g. teacher, administrator).
Description / Description	Displays the job summary and other key job information.
Days Left to Apply	Displays the number of days left to apply.

Filter your job searches

You can filter your job search results using the Search field or the search boxes and drop-down menus located within each column.

If you need greater control, you can fine-tune your job search results using one or more of the search boxes and drop-down menus located within each column.

Save your job searches

Your job searches can be saved for later viewing. A saved search saves the search parameters used to create the search. Your searches are saved to the Saved Searches page. You set search parameters by using the grid's search fields, the drop-down menus or the Search field.

Field	Description
Save Search	The Save Search window will open.

2. View your Saved Job Searches

Saved Job Searches

The Saved Jobs Searches page allows you to save job search parameters and view previously saved searches. All saved job searches are displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and search saved searches

Field	Description
View	Navigate to Search Jobs and see updated job posts using your saved search parameter.
ID	Displays the saved search ID.
Saved Search Name	Displays the search name used when you saved it.
Date-Time Created / Last Updated	Displays the date and time the search was saved.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

The search parameter saved to this page will also display your search results in your CareerPortal Job Dashboard.

Apply for a Job

1. Apply for a Job

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