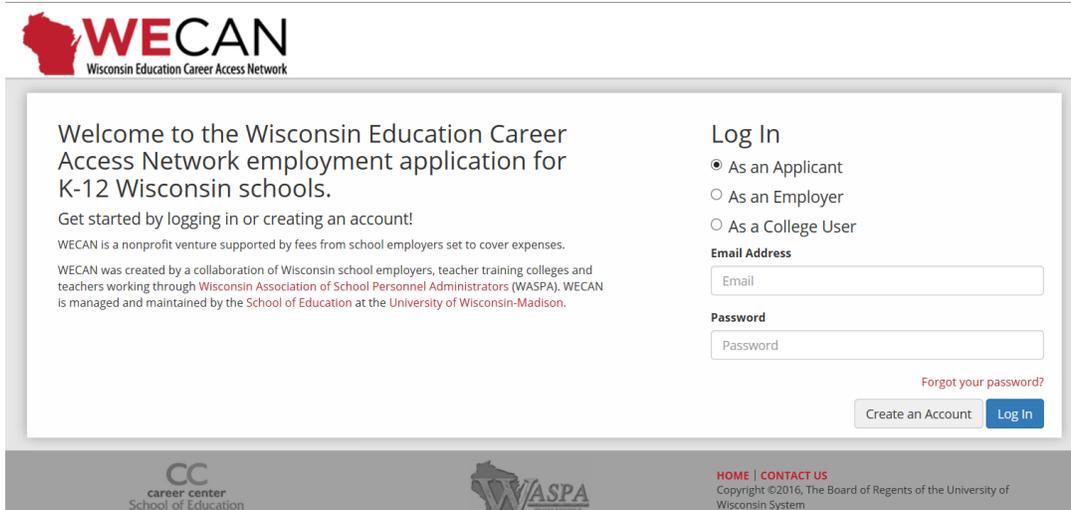
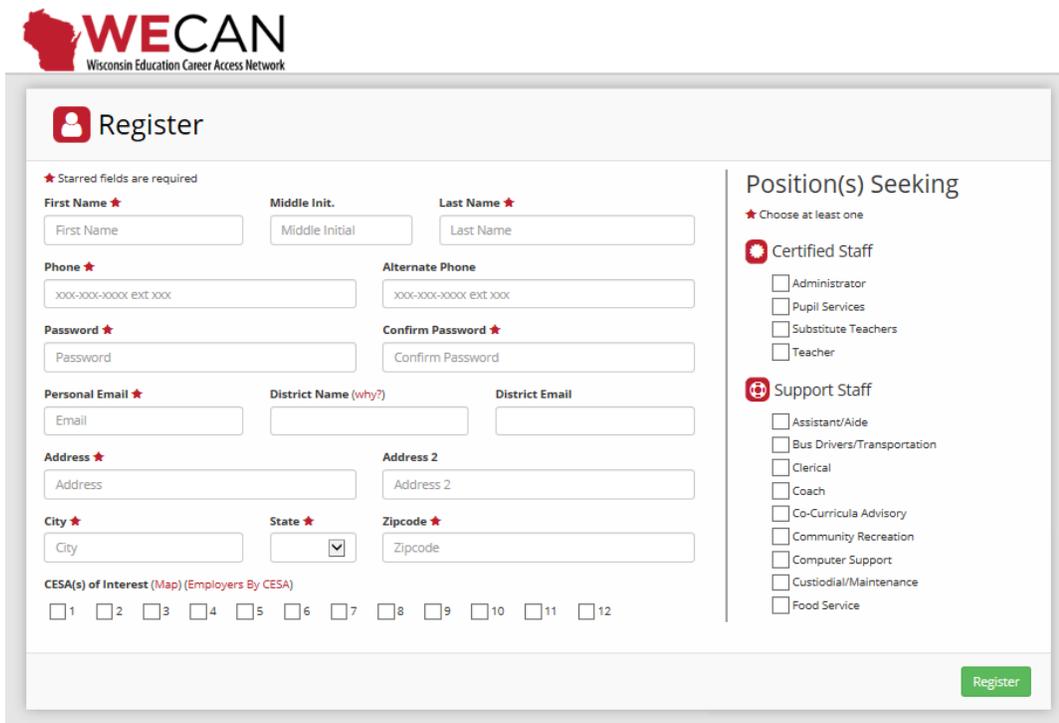


There is one login page for all WECAN users. Use the radial button to indicate your desire to create an *Applicant* account.

Select the *Create an Account* to begin. Enter your information into the *Profile*. The personal email that you enter in your Profile will also be part of your login information.



The screenshot shows the WECAN login page. On the left, there is a welcome message: "Welcome to the Wisconsin Education Career Access Network employment application for K-12 Wisconsin schools. Get started by logging in or creating an account!" Below this, it states that WECAN is a nonprofit venture supported by fees from school employers. On the right, there is a "Log In" section with three radio buttons: "As an Applicant" (selected), "As an Employer", and "As a College User". Below these are input fields for "Email Address" and "Password". A "Forgot your password?" link is located below the password field. At the bottom right, there are two buttons: "Create an Account" and "Log In".



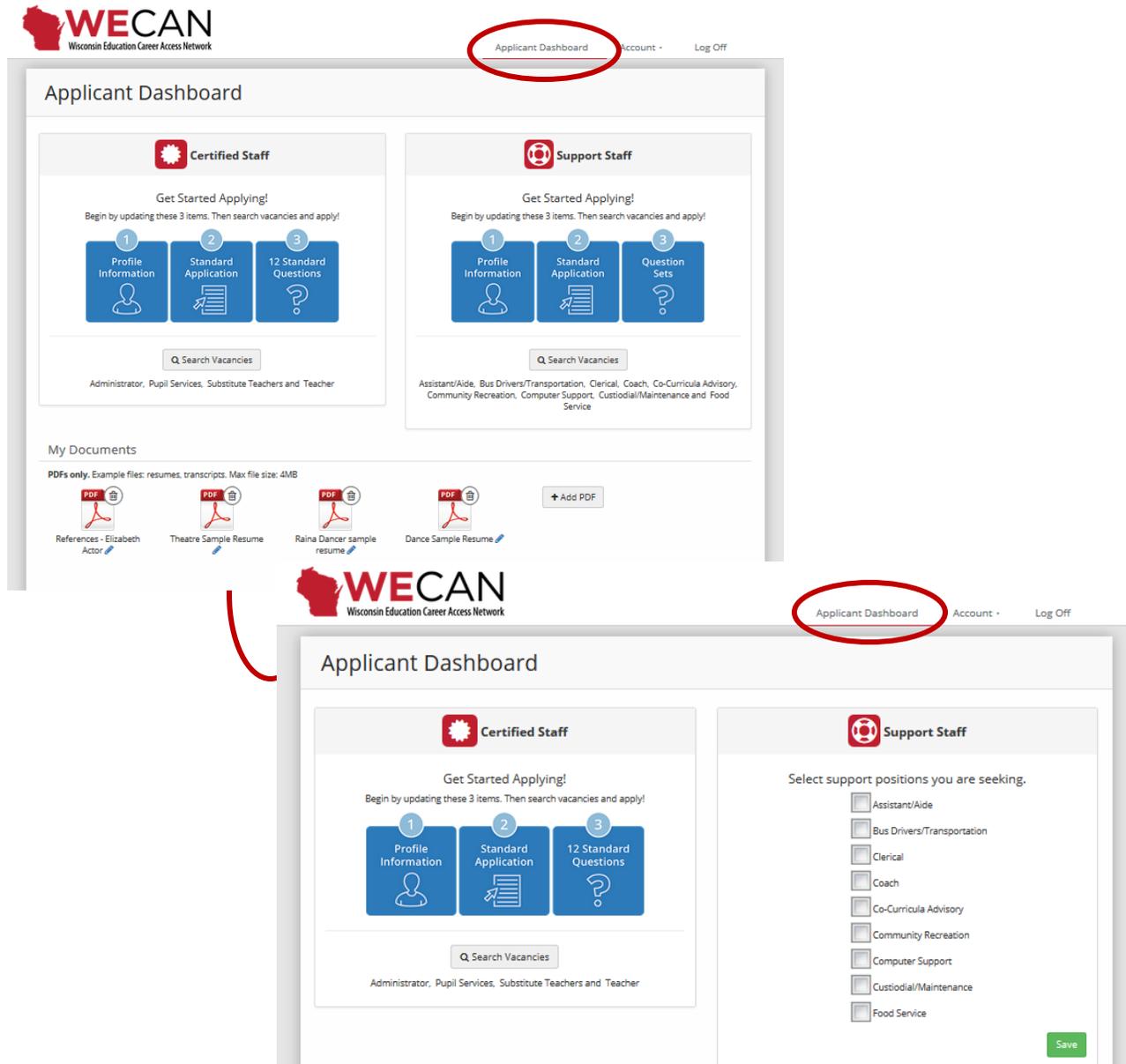
The screenshot shows the WECAN Register page. At the top left is the WECAN logo. The main heading is "Register". Below this, there is a note: "★ Starred fields are required". The registration form is divided into several sections:
 

- Personal Information:** First Name ★, Middle Init., Last Name ★, Phone ★, Alternate Phone, Password ★, Confirm Password ★.
- Contact Information:** Personal Email ★, District Name (why?), District Email, Address ★, Address 2, City ★, State ★, Zipcode ★.
- Employer Selection:** CESA(s) of Interest (Map) (Employers By CESA) with checkboxes for CESA 1 through 12.
- Position(s) Seeking:** A section titled "Position(s) Seeking" with a note "★ Choose at least one". It includes two categories:
  - Certified Staff:** Administrator, Pupil Services, Substitute Teachers, Teacher.
  - Support Staff:** Assistant/Aide, Bus Drivers/Transportation, Clerical, Coach, Co-Curricula Advisory, Community Recreation, Computer Support, Custodial/Maintenance, Food Service.

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

Once you submit/register your *Profile*, WECAN will send a confirmation message to your personal email account. You will need to confirm your account before you login and complete your account.

The Main Menu for candidates is the *Applicant Dashboard*. 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).



There are two separate applications, one for Certified Staff and one for Support Staff. You must select and save the types of positions you are seeking to access and apply for vacancies.

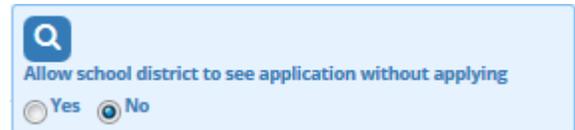
Separate applications for Certified Staff and Support Staff provide the specific information about candidates that the school systems are seeking.

You may immediately upload up to 10 file attachments. Documents must be in PDF format.

You must complete the *Standard Application* and answer the *12 Standard Questions* before you can apply for any vacancies.

When completing *Standard Applications*:

- Selecting “Yes” 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.
- 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.
- 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.
- There are three short answer questions in the Standard Application. The number of characters per answer varies and is noted.



When answering the *12 Standard Questions*:

- When answering the *Standard Questions*, each of the *Standard Questions* has a limit of 500 characters, approximately 75 words.
- SAVE each answer as you complete it.

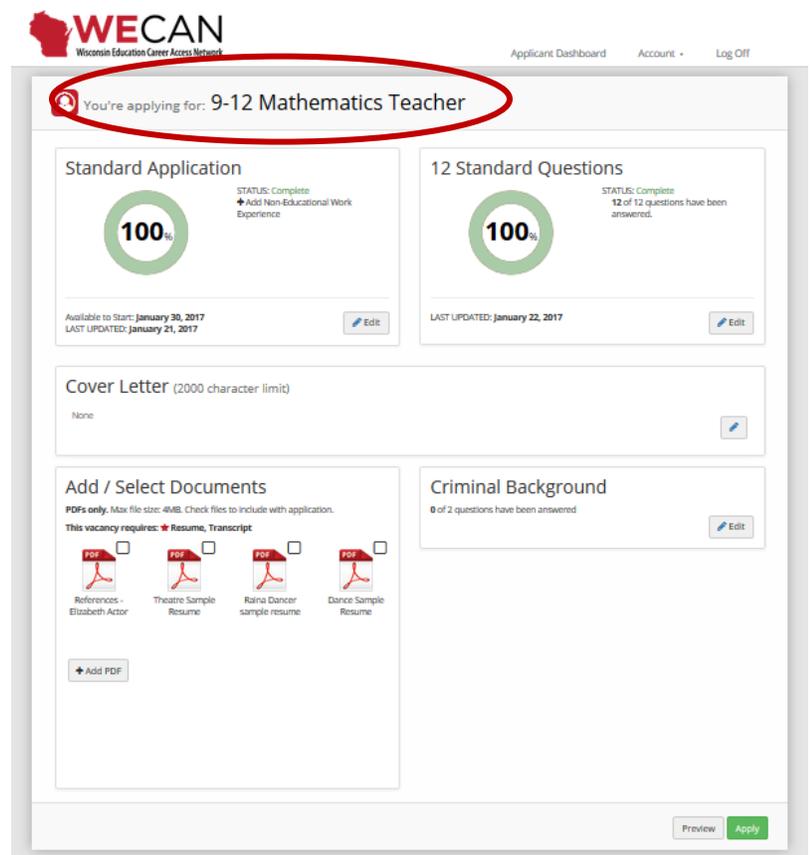
When you *Apply* for a position:

- You will be prompted to complete and/or review and update your *Profile*, your *Standard Application* and your answers to the *12 Standard Questions*.

This is the only time that you will have to modify/update your information for a specific position. The changes that you make will be saved as your default information. It is critical to review your content before submitting your application.

Once your application materials are submitted for a specific vacancy, you will not be able to modify your application for the position.

- 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.
- Select previously loaded documents to attach to your application; you may also upload additional PDF documents, but no cover letters.
- Answer the criminal background questions.
- Submit your application by choosing the *Apply* button for a second time. Read the *Warning* and submit when your application is complete.



To view your application history scroll to the bottom of your *Applicant Dashboard* and view *My Applications*. Select *Submitted* to display the content of your application.

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*.



## Applicant Dashboard



### Get Started Applying!

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

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

Q Search Vacancies

Administrator, Pupil Services, Substitute Teachers and Teacher



### Get Started Applying!

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

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

Q Search Vacancies

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

## My Documents

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

References - Elizabeth Actor Theatre Sample Resume Raina Dancer sample resume Dance Sample Resume + Add PDF

## My Applications

Vacancy ID	Position title	Employer	Status	Close Date	Start Date	
12	Grade 2 Teacher	Middleton-Cross Plains Area School District	Submitted	2/1/17	1/18/17	Withdraw

Access your *Profile* from your *Applicant Dashboard* or the *Account* settings to update your contact information or to change your Email Address/Login. Your Password may be changed in your *Account* settings.



## Applicant Dashboard



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