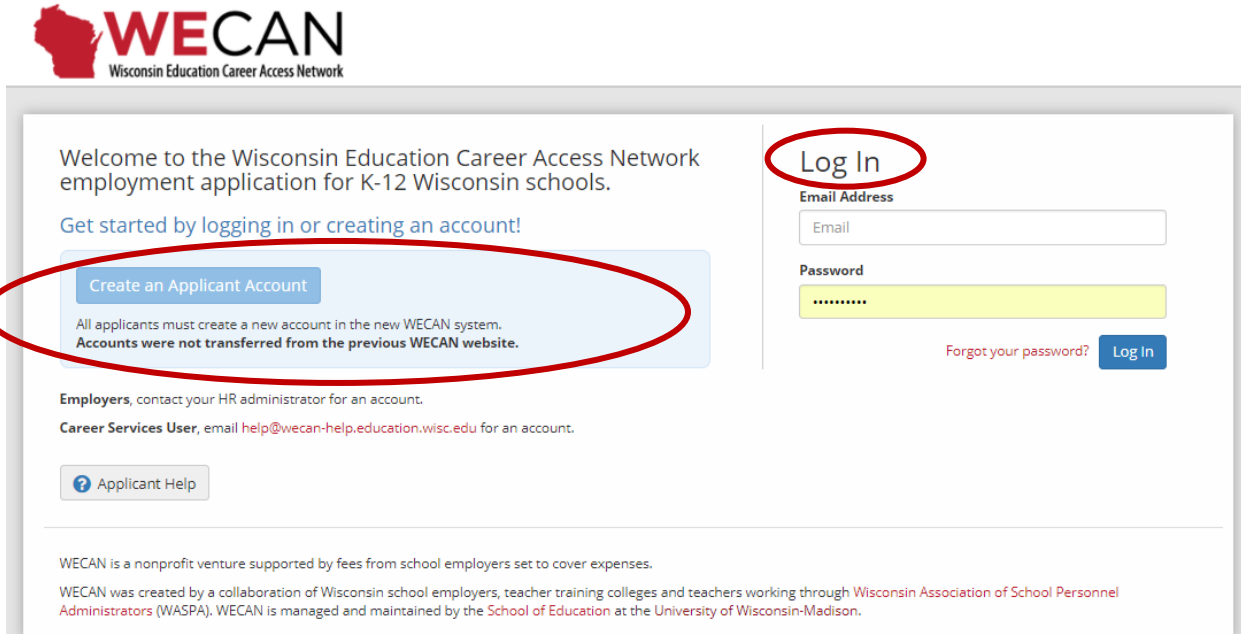


\*\*Use your Internet Browser tools to turn on your browser's *Spell Check* feature.

## 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](mailto: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>.



Welcome to the Wisconsin Education Career Access Network employment application for K-12 Wisconsin schools.

Get started by logging in or creating an account!

**Create an Applicant Account**

All applicants must create a new account in the new WECAN system. Accounts were not transferred from the previous WECAN website.

**Log In**

Email Address

Password

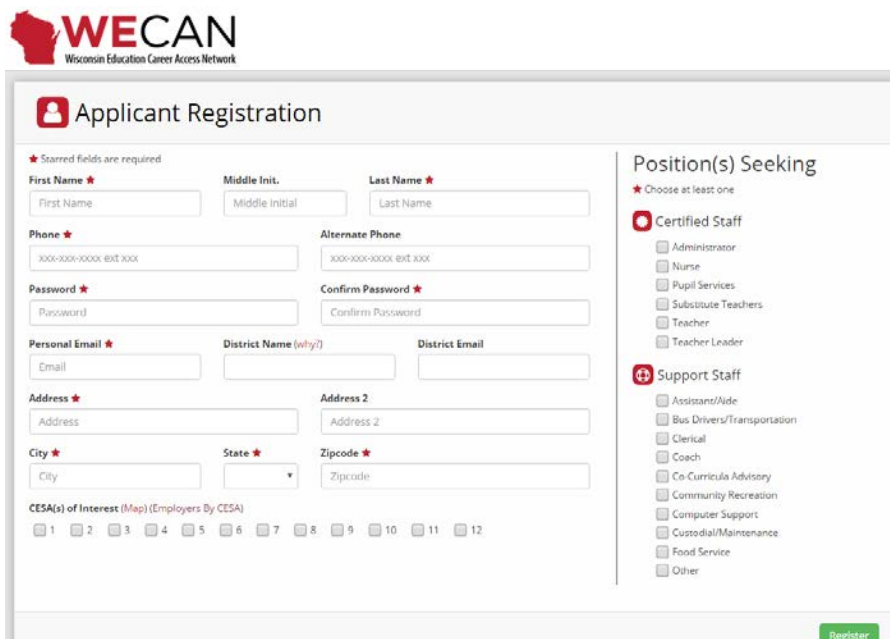
[Forgot your password?](#)

**Employers**, contact your HR administrator for an account.  
**Career Services User**, email [help@wecan-help.education.wisc.edu](mailto:help@wecan-help.education.wisc.edu) for an account.

WECAN is a nonprofit venture supported by fees from school employers set to cover expenses.  
WECAN was created by a collaboration of Wisconsin school employers, teacher training colleges and teachers working through Wisconsin Association of School Personnel Administrators (WASPA). WECAN is managed and maintained by the School of Education at the University of Wisconsin-Madison.

## 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.



**WECAN** Wisconsin Education Career Access Network

### Applicant Registration

★ Starred fields are required

**First Name ★**  **Middle Init.**  **Last Name ★**   
First Name Middle Initial Last Name

**Phone ★**  **Alternate Phone**   
xxx-xxx-xxxx ext. xxx xxx-xxx-xxxx ext. xxx

**Password ★**  **Confirm Password ★**   
Password Confirm Password

**Personal Email ★**  **District Name (why?)**  **District Email**   
Email

**Address ★**  **Address 2**   
Address Address 2

**City ★**  **State ★**  **Zipcode ★**   
City State Zipcode

**CESA(s) of Interest (Map) (Employers By CESA)**  
 1  2  3  4  5  6  7  8  9  10  11  12

**Position(s) Seeking**  
★ Choose at least one

**Certified Staff**  
 Administrator  
 Nurse  
 Pupil Services  
 Substitute Teachers  
 Teacher  
 Teacher Leader

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

## CONFIRM YOUR ACCOUNT

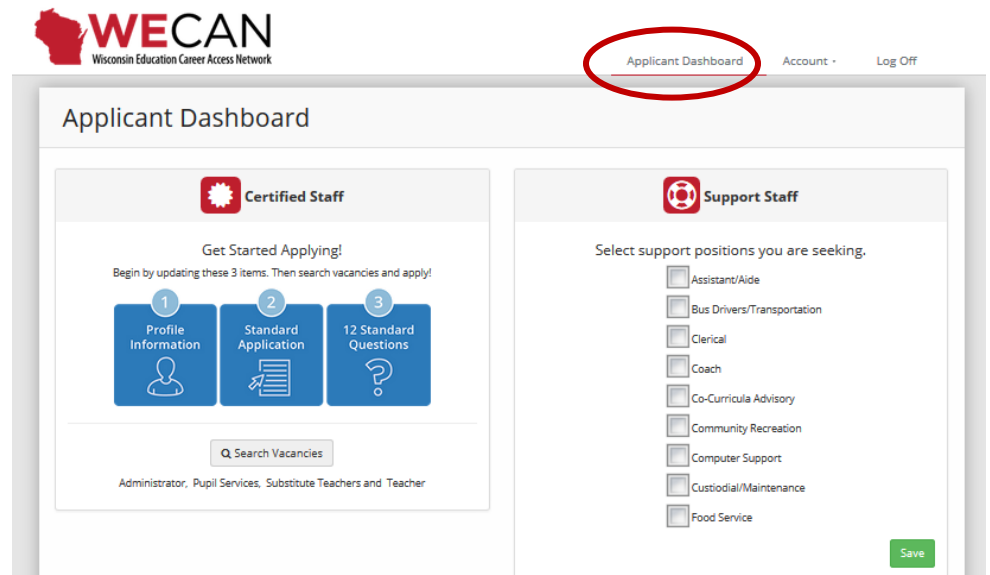
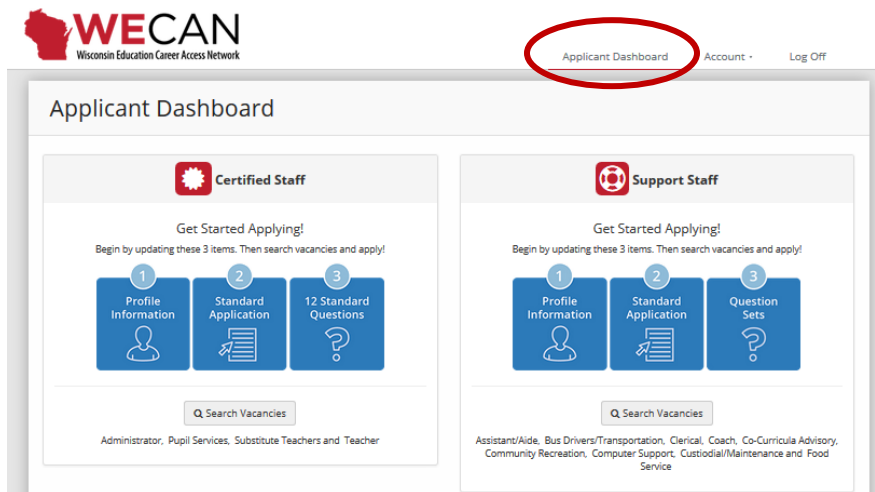
5. Confirm your account by opening the link sent to you in the WECAN email after you submit/register your *Profile*. **This step must be completed before you can login and complete your account.**

## 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

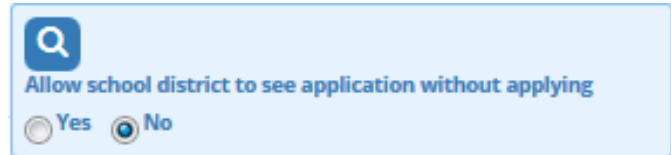
- SAVE each section as you complete it.
- List all *Education and Work Experiences*; there is no limit to the number of entries.
- Entries under *Education and Work Experiences* are automatically sorted by date, in reverse chronological order.



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.

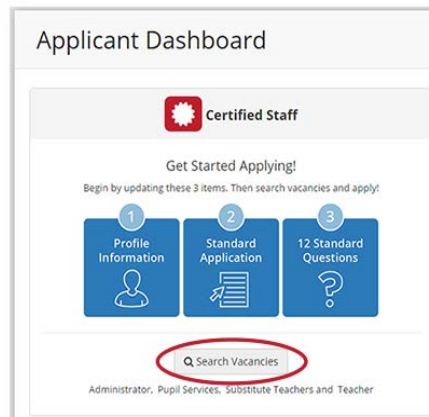
### HINTS AND REMINDERS – CERTIFIED STAFF

- 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.

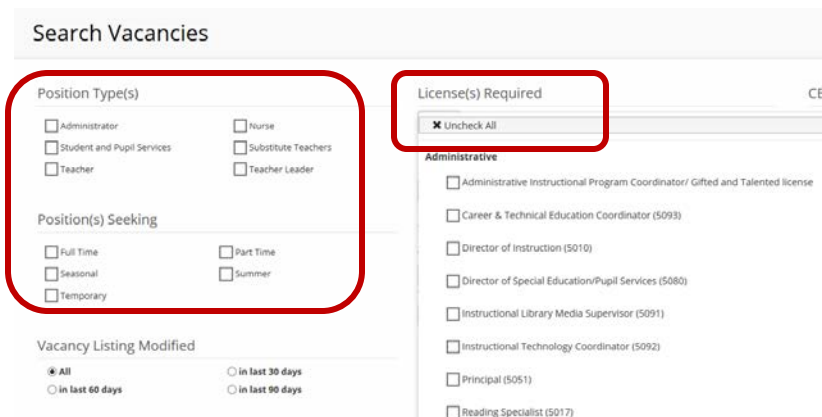


### SEARCHING AND APPLYING FOR VACANCIES

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.



If your results do not yield an expected or known vacancy, you will need to clear all check marks from your search criteria that have been carried forward from your **Profile** and also “**Uncheck All Licenses**” in order to view all vacancies and find the one(s) that you are seeking.



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*.)

- Review the content of your application and your answers to *Standard Questions* sets.
- Modify answers to question sets. This is the only time you can make changes for a specific position.
- Update your application with information for the specific position. Note the *Last Updated* date on the *Standard Application*.
- Any changes that you make to your Standard Application will now be saved as your Standard Application.
- Attach the documents that the school district has requested by selecting the boxes next to each of the desired documents. You MUST see green check marks within the boxes. Green check marks indicate the documents that will be sent with your application. See screen shot below. Documents must be selected each time you submit a new application. Documents previously submitted with other applications are not selected by default.**
- Add your online cover letter, if required.
- 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

<input checked="" type="checkbox"/> Resume Sample - chronological	<input type="checkbox"/> Teacher Cover Letter	<input checked="" type="checkbox"/> Helmann reference ltr.	<input checked="" type="checkbox"/> Krueger reference ltr.
<input checked="" type="checkbox"/> Sonander	<input checked="" type="checkbox"/> McFee	<input type="checkbox"/> LIM Transcript	<input type="checkbox"/> MI 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?  
 Yes  No  
 Yes  No  
Cancel Save

Document will be included.

Document will not be included.

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!

The screenshot shows a dashboard for an application titled "You're applying for: Special Education Teacher Grades 7-12". It features several sections:

- Standard Application:** A progress indicator shows 67% completion. The status is "Incomplete" with a warning icon. Missing items include "Add Personal Statement", "Authorization, Release, and Certification is required". It is available to start on January 1, 2021, and was last updated on February 8, 2017.
- 12 Standard Questions:** A progress indicator shows 67% completion. The status is "Incomplete" with a warning icon. 8 of 12 questions have been answered. It was last updated on February 3, 2017.
- Cover Letter (2000 character limit):** The status is "None".
- Add / Select Documents:** A section for adding PDFs (max 4MB). It notes that the vacancy requires a "Resume, Letters of Recommendation". There is an "Add PDF" button.
- Criminal Background:** 0 of 2 questions have been answered.

At the bottom, there is a warning message: "Please complete required information." and two buttons: "Preview" and "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.**

The screenshot shows a confirmation dialog box titled "Apply to 7-12 Science Teacher?". It asks, "Did you tailor your application to this vacancy?". A red oval highlights a warning message: "You cannot edit your application information or add additional materials after submission". At the bottom, there are two buttons: "No, continue editing" and "Yes, apply".

## 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.

The screenshot displays the Applicant Dashboard interface. At the top, there are two search boxes for vacancies, one for roles like Administrator, Nurse, and Teacher, and another for roles like Assistant/Aide, Bus Drivers, and Clerical. Below this is the 'My Documents' section, which lists several PDF files such as 'Resume Sample - chronological', 'Teacher Cover Letter', and various reference letters. A red arrow points to the 'My Applications' section, which is a table with the following data:

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

The screenshot shows a confirmation dialog box titled 'Withdraw application for Elementary Teachers - Various Positions?'. The text inside asks, 'Do you want to withdraw your application to Elementary Teachers - Various Positions?' and notes, 'This action cannot be undone and you cannot re-apply.' A red oval highlights the question text. At the bottom, there are two buttons: 'No, don't withdraw' and '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.

