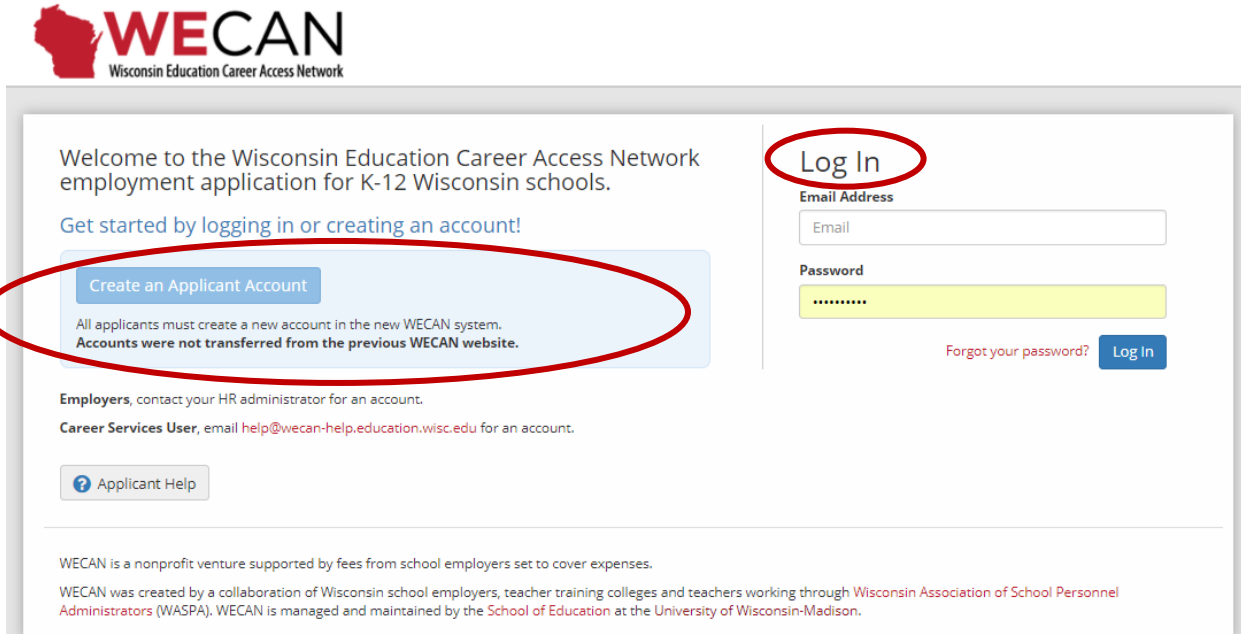# Applicant User Guide

**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 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.

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.**

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 <u>all</u> *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.
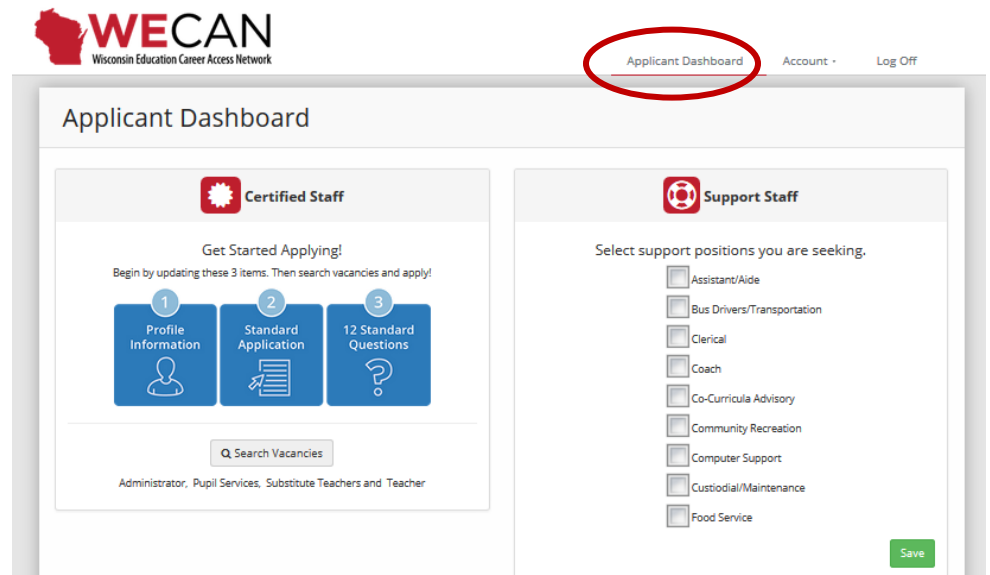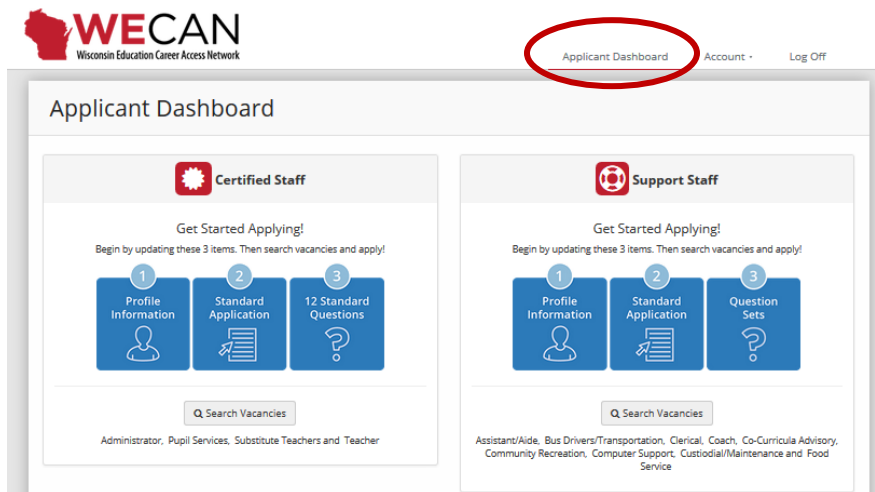
7. Depending on the types of positions you are seeking, you may have access to one or both of the vacancy listings (Certified Staff and Support Staff). Refer to the above screen capture to identify the types of positions in each category.

- 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.
- **F**ull-**T**ime **E**quivalency 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.
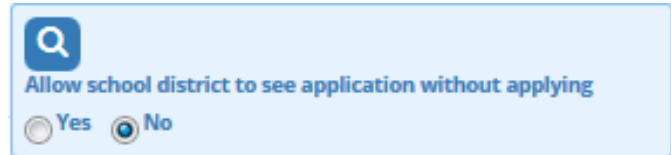
SEARCHING AND APPLYING FOR VACANCIES

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.
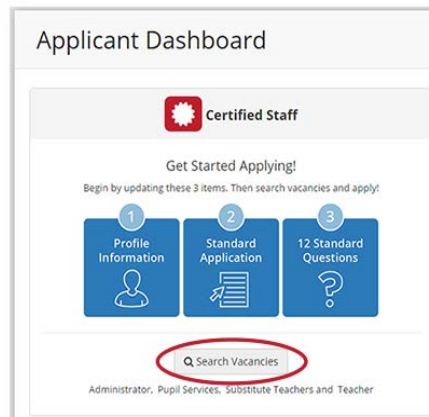
If your results do not yield an expected or known vacancy, you will need to clear all check marks from your search criteria that have been carried forward from your **Profile** and also **"Uncheck All Licenses"** in order to view all vacancies and find the one(s) that you are seeking.
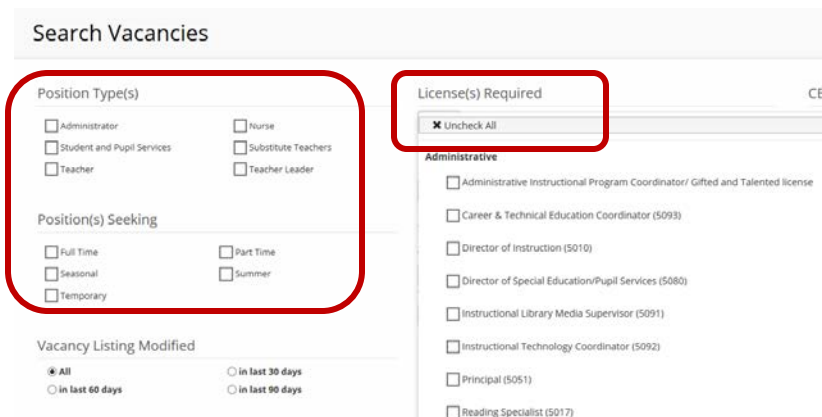
Results will appear below the search form. Use the title of the position hyperlink to learn about the position.

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*.)

a. Review the content of your application and your answers to *Standard Questions* sets.
b. Modify answers to question sets. This is the only time you can make changes for a specific position.
c. Update your application with information for the specific position. Note the *Last Updated* date on the *Standard Application*.
d. Any changes that you make to your Standard Application will now be saved as your Standard Application.
e. **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.**
f. Add your online cover letter, if required.
g. 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*.

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!

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**.

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.

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 <u>may not</u> undo the withdrawal of your application. You <u>may not</u> resubmit it. Withdrawing an application is a two-step process, not a mistake.**

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.