

Directions to Apply for Summer Program Vacancy

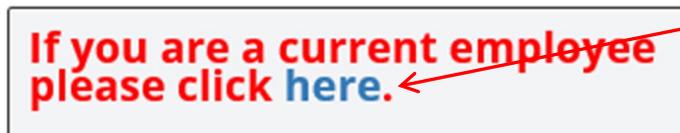
1. Go to the Volusia County Schools home page at <http://myvolusiaschools.org>.
2. Select the Employment tab.



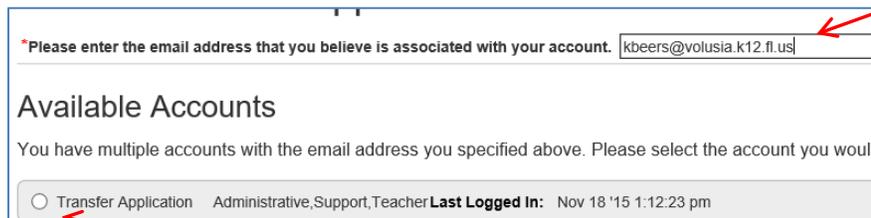
3. Select the Vacancies link on the right side of the screen.



4. Click on the blue "here" in the directions – *If you are asked to complete work history and references, you are not in the correct application. Please contact ex 20177 for assistance*

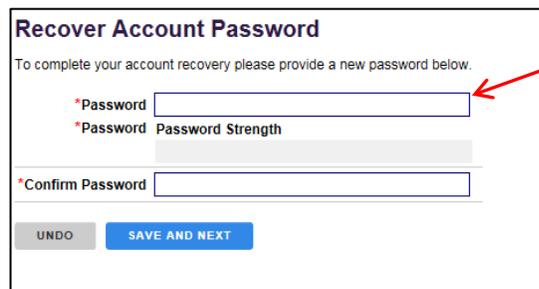


5. You are now in the Current Employee (Transfer) Application.
6. If you have used the transfer application before, enter you username and password.
7. If you have not used the transfer application before, click on *Having Trouble Logging In*.
8. You will need to enter your complete email address (username@volusia.k12.fl.us) in the *Please enter the email address that you believe is associated with your account* field. This will be your VCS email address.

A screenshot of a login form. At the top, there is a text input field with the placeholder text: '*Please enter the email address that you believe is associated with your account.' The field contains the email address 'kbeers@volusia.k12.fl.us'. Below this field is a section titled 'Available Accounts'. It contains the text: 'You have multiple accounts with the email address you specified above. Please select the account you would'. Below this text is a list of accounts. The first account is 'Transfer Application' with a radio button next to it. The second account is 'Administrative,Support,Teacher' with a radio button next to it. To the right of the second account, it says 'Last Logged In: Nov 18 '15 1:12:23 pm'. A red arrow points from the 'Transfer Application' radio button towards the right side of the page.

9. Click in the box next to the Transfer Application. This just means that you want to access your current employee application.

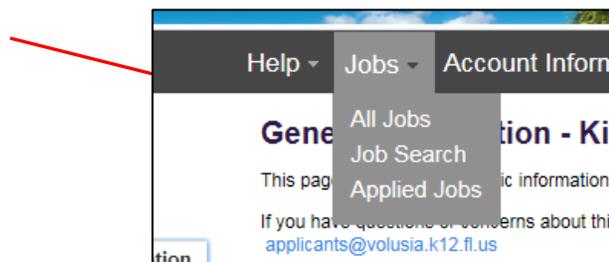
10. Answer your Security Questions. Click on *Recover Account*.
11. If you do not remember your answers, you can still use the *Send Recovery Email* button.
12. You will receive a Transfer Application account recovery email from donotreply@services.peopleadmin.com The account recovery link specified in this email will be active for 48 hours.
13. Click on the reset password link in the email and set a new password. This does NOT have to be the same password as your VCS email. You could use any 8-10 alphanumeric characters. This password will NOT change after 60 days like your email password.
14. Enter your password twice.



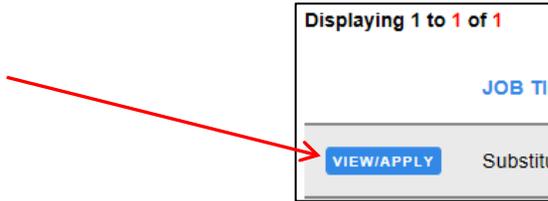
15. Click on the blue *Save and Next* button.
16. Please make a note of your username.



17. Click Continue.
18. Click Accept on the Disclaimer page.
19. Click on the Jobs tab and then All Jobs to search for summer program vacancies.



20. Click on blue View/Apply button to apply.



21. Click on blue Apply for This Job button. Your name and information will be forwarded to the summer program office. **Please wait for the Survey Monkey link to complete the second portion of the summer program application.**



22. If you have any questions or need assistance, please contact (386) 734-7190 extension 20177.