

# La Conner School District FastTrack Application Instructions

**Step 1:** View the Position Listing to view all open positions and apply, click on “Search.” If you have already applied for a position and want access to your profile, enter in your username and password then click on “Log In”. If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.

The screenshot shows two side-by-side panels. The left panel, titled "Search Current Job Openings", features a magnifying glass icon over a document and a link that says "Click to view current job openings". The right panel, titled "Existing Applicants Please Log In", includes a user icon, a text box for "Username:", a text box for "Password:", a "Log In" button, and a link for "Forgot your username/password?".

Check the checkbox of the position you want to review and click on “View Details of Highlighted Position.” At this step, you also have the option to apply for the position without reviewing it.

The screenshot displays a table titled "All Posted Positions Via Employee Access". The table has columns for "Apply", "Category", "Position Description", "Assignment Description", "Location", and "Job Type". One row is highlighted in green, showing "CLASSIFIED" for Category, "ADMIN ASSTS" for Assignment Description, "LUCILLE UMBARGE" for Location, and "ADMINI" for Job Type. To the right of the table are several buttons: "Update Job Filters", "View Details of Highlighted Position", "Apply for Selected Position(s)", and "Log In".

**Step 2:** Apply for the job or review the position listing. The position listing will give you a preview of the questions included in the online application. When you're ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

**Step 3:** Create a Profile (first time only). You will need an e-mail address and password to access the online application. After you click on Apply for Position, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the La Conner School District, check the box that says “I Would Like to Create a New Profile,” enter your information, then click on “Create Profile.”

**\*\*Please make a note of your username and password as you will need it to access your applicant profile in the future.**

The screenshot shows two stacked forms. The top form, "Existing Users Please Log In", has fields for "Username:" and "Password:", a "Log In" button, and a link for "Forgot your username/password?". The bottom form, "New Users Please Create a Profile", starts with a checkbox "I Would Like To Create a New Profile". Below it are fields for "Your Email Address:", "\* Your First Name:", "\* Your Last Name:", "\* Your Username:", "\* Your Password:", "\* Re-Enter Password:", "\* Your SSN:", and "\* Re-Enter SSN:". A note "Why do we collect this information?" is present above the "Create Profile" button. A "Back" button is at the bottom.

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**Step 4:** Begin your Online Application. Be sure to complete all sections of the application. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' When no sections are marked 'Incomplete,' you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the closing deadline. **\*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the "Return to Profile" button to see that your information for that application was saved and then click on "Log Out."** When you want to return and finish, just log back into the system with your username and password.

The screenshot shows a web browser window titled "Application Dashboard - 05.14.10.00.05 - Internet Explorer" with the URL "https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wlyndens71/rappljoblst460.w". The page content includes:

- Job Listing** section with fields for Listing ID (141201001), Location (HIGH SCHOOL), Type (Part Time), Position (Classified), Dept, Deadline (Until Filled), Assignment (Class - Para-Educator), and Group. The Appl. Status is "Online application submitted".
- A note: "This position has 9 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right."
- A checklist of sections with their completion status and action buttons:

Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Completed	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add
- A disclaimer at the bottom regarding equal educational opportunity and treatment.

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) on our website (<http://www.lcsd.wednet.edu/>). If your questions are still not answered, please feel free to contact us.

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