

# Applying for a Job at Home

Go to [www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us)

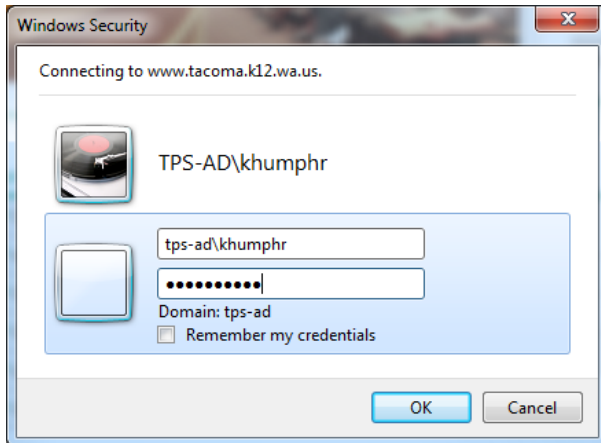
In the lower right corner click on 'sign in'



Enter: tps-ad\username (not what is listed below – khumphr)

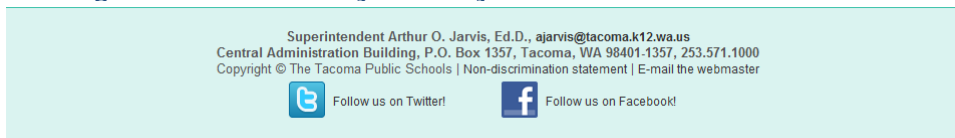
Enter your password

Click ok



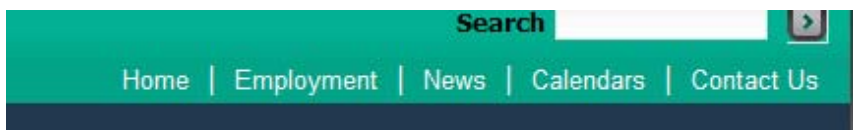
Your password is the same as your network password given to you by Technology Services (call ext. 2378 if you are having trouble with your password).

Your login is successful if you see your name below the footer.



KEVIN HUMPHREY

Click on the Employment link at top of Webpage on the home page



At the bottom of the Employment Page follow the instructions for each Category:

## Login to apply

### > Current District Employees

Use this link if you are a regular, non-regular, hourly or substitute employee of TPS. Employees will be asked to authenticate using their district login and password.

### > Registered Users

Use this link if you have already registered and received a password and wish to apply for job openings and/or update your application.

### > Not a registered user?...Register Here

Use this link to register in the online application system to apply for job openings if you have not registered and are not a current district employee.

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## Current District Employees:

### ▶ Current District Employees

Use this link if you are a regular, non-regular, hourly or substitute employee of TPS. Employees will be asked to authenticate using their district login and password.

#### Login Instructions

Under **"Employee Login"** enter

1. **Employee ID** = enter your 5 digit employee id #, i.e. **12345** (can be found on your pay stub)
2. **Last Name** = enter your last name (capitalize the first letter ONLY i.e. **S**mith)

Click on **"Login"**

To apply for open positions:

- a. Click on **"Open Jobs"** at the top of screen
- b. Choose **"Classified"** or **"Certificated"** to review all open positions
- c. You must click on the **"Apply"** button on the far right of the job listing to apply for that position

Click on **"Application"** at the top of the page to update your Skills, Experience, References, etc. (highly recommended)

Click on the **"Upload"** tab, copy and paste your updated resume, then click **"Save"**


Click on the **"Submit Application"** tab at the top of the page and click **"Submit Application"**. **This is required in order for your job request to be registered in the system!**

To view all jobs you have applied for go to **"Open Jobs"** at the top of the page, and click on **"Positions Applied"**

#### Still have questions?

Email [hrwebapp@tacoma.k12.wa.us](mailto:hrwebapp@tacoma.k12.wa.us). You will receive an email response within twenty-four (24) hours.

#### Employee Login

Employee ID:	<input type="text"/>
Last Name :	<input type="text"/>
<b>*Please note: First letter of your last name MUST be capitalized, ie S</b> <b>mith.</b>	
	<input type="button" value="Login"/> <input type="button" value="Cancel"/>

# Applying for a Job at Home

Registered User:

## Registered Users

Use this link if you have already registered and received a password and wish to apply for job openings and/or update your application.

The screenshot shows a web browser window titled "Applicant Login - Windows Internet Explorer". The address bar displays the URL [http://www2.tacoma.k12.wa.us/edmonline/html/app\\_login.asp](http://www2.tacoma.k12.wa.us/edmonline/html/app_login.asp). The browser's toolbar includes various icons and a search bar. The main content area features the Tacoma School District logo and contact information: Telephone Contact: (253) 571-1250 and Information Email: [hrwebapp@tacoma.k12.wa.us](mailto:hrwebapp@tacoma.k12.wa.us). Below this, a heading reads "Welcome to our Online Application System". A login form is centered on the page, containing fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Login" and "Cancel" buttons. A link for "Send Password" is provided for users who have forgotten their password.

# Applying for a Job at Home

Not a registered user?...Register Here

## › Not a registered user?...Register Here

Use this link to register in the online application system to apply for job openings if you have not registered and are not a current district employee.

The screenshot shows the 'Applicant Tracking System Registration' page on the Tacoma Public Schools website. The page has a teal header with navigation links for District Information, Academics, Schools, Home, Employment, News, Calendars, and Contact Us. A search bar is located in the top right. The main content area is titled 'Applicant Tracking System Registration' and includes a welcome message, a list of system benefits, instructions for registration, and contact information for assistance. A 'Begin' button is visible at the bottom right of the main content area.

**Applicant Tracking System Registration**

Thank you for your interest in Tacoma Public Schools. To better serve applicants to the District, we have an online applicant tracking system. This powerful tool provides:

- Candidate online job application, including the ability to submit resumes and letters of interest;
- Applicant access to personal and application information 24 hours a day/7 days a week;
- Greater security in the application process since social security numbers are no longer requested;
- Better communication with applicants through the use of email;
- Administrator online screening of applicant data;
- Many other advantages.

This system requires that you have an active EMAIL account. If you do not have one you can obtain an account by searching the internet for email services. You can also find FREE EMAIL services by searching for Free Email.

To ensure receipt of your online password please add the domain name [tacoma.k12.wa.us](mailto:hrwebapp@tacoma.k12.wa.us) to your safe list. Look for an e-mail from [hrwebapp@tacoma.k12.wa.us](mailto:hrwebapp@tacoma.k12.wa.us).

If you are an MSN, Hotmail or Live user you must update your safe list or the email will be rejected as spam.

To Register in the system, you will be asked to supply your contact information, (including an email address) and a password will be emailed to you. You will use your email address and the password to log into the system. To log onto the system thereafter use the Registered User option. You may change your password by clicking on My Profile once logged into the application. This process is only required one time. Do NOT register twice using different names and/or different email addresses as doing so will cause you to have separate records within the system. If you have any difficulty with the New User Registration process just call our office at (253) 571-1250 or email us at [hrwebapp@tacoma.k12.wa.us](mailto:hrwebapp@tacoma.k12.wa.us).

We have provided helpful hints to assist you as you complete or update your application information. Click on [HELP](#) to view the list of helpful suggestions on any page of the application.

If you need additional assistance you may contact our office at (253) 571-1250. You may also email us directly at [hrwebapp@tacoma.k12.wa.us](mailto:hrwebapp@tacoma.k12.wa.us) or you may come into our offices at 801 South 3th Street, Tacoma, WA. If you do not have access to a computer you may visit our office where we have stations set up for your convenience.

**Attention MAC Users:** If you are using a MAC you may experience difficulties entering dates in this system if you are using the Microsoft Internet Explorer Browser. If your MAC came with the Safari Internet Browser you will find using it to be more successful. You may also use Netscape; however, Firefox is another browser that seems to be problematic with dates. Also the menu navigation will not work properly due to lack of full support for CSS tags.

**Special Accommodations:** If you are an individual with a disability who may need accommodations to enable you to complete the application process or participate in an interview, please let us know within a reasonable time frame or at the time your appointment is scheduled.

**Equal Employment Opportunity Employer -** The Tacoma School District No. 10 is an equal opportunity employer. We encourage applications from disabled and ethnic candidates as well as men and women for employment in non-traditional roles.

If you wish to proceed directly to the Automated Employment Application System, click the **Begin** icon at the right.

Tacoma School District complies with all federal laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability. The district also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. This holds true for all students who are interested in participating in educational programs and/or extra-curricular activities. Inquiries regarding the application of the above reference should be directed to the assistant superintendent equity and diversity, P.O. Box 1527, Tacoma, WA 98401-1527; telephone 252.571.1250. Inquiries regarding the application of Section 504 of the Rehabilitation Act concerning disabilities should be directed to the director, comprehensive guidance programs, P.O. Box 1527, Tacoma, WA 98401-1527; telephone 252.571.1065.