

## DIRECTIONS FOR CREATING A SEARCH AGENT ON THE BRASSRING SYSTEM

Creating a Search Agent will allow you to have the system search for position openings and email the results of your search on a regular basis. Search Results are sent to your email address once a day. This eliminates the necessity of logging onto the BrassRing system daily to search for openings. You can set up as many search agents as you need.

Please follow the directions below to set up a Search Agent:

1. Go to our website at [www.aacps.org](http://www.aacps.org)
2. Click on the Human Resources Tab
3. Under **FOR CURRENT STAFF** click on Internal Vacancies.
4. Click on "Internal Vacancies" in the middle of the page and enter your outlook UserName and Password.
5. You are now on our "Welcome Page."
  - a. **IF YOU ALREADY HAVE USED THE BRASSRING SYSTEM, ENTER YOUR EMAIL ADDRESS AND PASSWORD IN THE UPPER RIGHT HAND CORNER AND CLICK THE LOGIN BUTTON.**
  - b. **IF YOU HAVE NOT USED THE SYSTEM BEFORE, IN THE GREEN BOX IN THE UPPER RIGHT HAND CORNER, CLICK ON "[Click here to create an account](#)", AGREE TO THE PRIVACY POLICY, AND FOLLOW THE DIRECTIONS TO CREATE A LOGIN. FINALLY, CLICK THE CREATE BUTTON.**
6. You are now on the Internal Vacancies Welcome Page. To Create a Search Agent, click on "Search Agent Manager."
7. Click on the "Create new search agent" button.
8. Fill out the information on the "Create saved search" page.
  - a. **Search agent name: TEACHER – MATH (OR whatever you are looking for)**
  - b. **E-mail frequency: (It is suggested that you choose "Daily" by clicking on the arrow and highlighting the word "Daily.")**
  - c. **E-mail address: Enter the email address that you want the information sent to (This does not have to be your outlook address).**
  - d. **Department: Leave the "All" highlighted. (Or you can scroll through the selections. "All" works best if you do not know the EXACT department. To choose more than one department, hold down the CONTROL key and left click on your mouse to highlight your selections.)**
  - e. **Location: You can select multiple schools for which you would like to see openings by holding down the CONTROL key and left click on your mouse to highlight your selections.**
  - f. **Keyword: This can be left blank OR Enter a word that will narrow your search even further. (For ex: Math for positions with Math in them; Arundel for positions at Arundel High and Middle School; Elementary for elementary positions) (NOTE: Be sure to type it correctly!!)**
  - g. **REMEMBER!! THE MORE SELECTIONS OR INFORMATION YOU ENTER FOR DEPARTMENT, LOCATION AND KEYWORD, THE MORE SPECIFIC YOUR SEARCH WILL BE.**
  - h. **Click the SAVE button.**
9. You will now get verification that your Search has been saved. Click the Close Window Button.
10. You are now on the "Search Agent Manager" page and can view all you search agents. If you wish to create another search agent, repeat steps 7-10.

If any positions for which you have created a search agent are opened that day, you will receive notification in your email that will include the position names and numbers. Simply click on the blue links to view the information and if you wish to apply to that position, check the white box to the left of the position name, click the "Apply to Jobs" button, and follow the directions. Once you have entered your information one time, you will only need to click the CONTINUE buttons and finally click the SUBMIT button.