

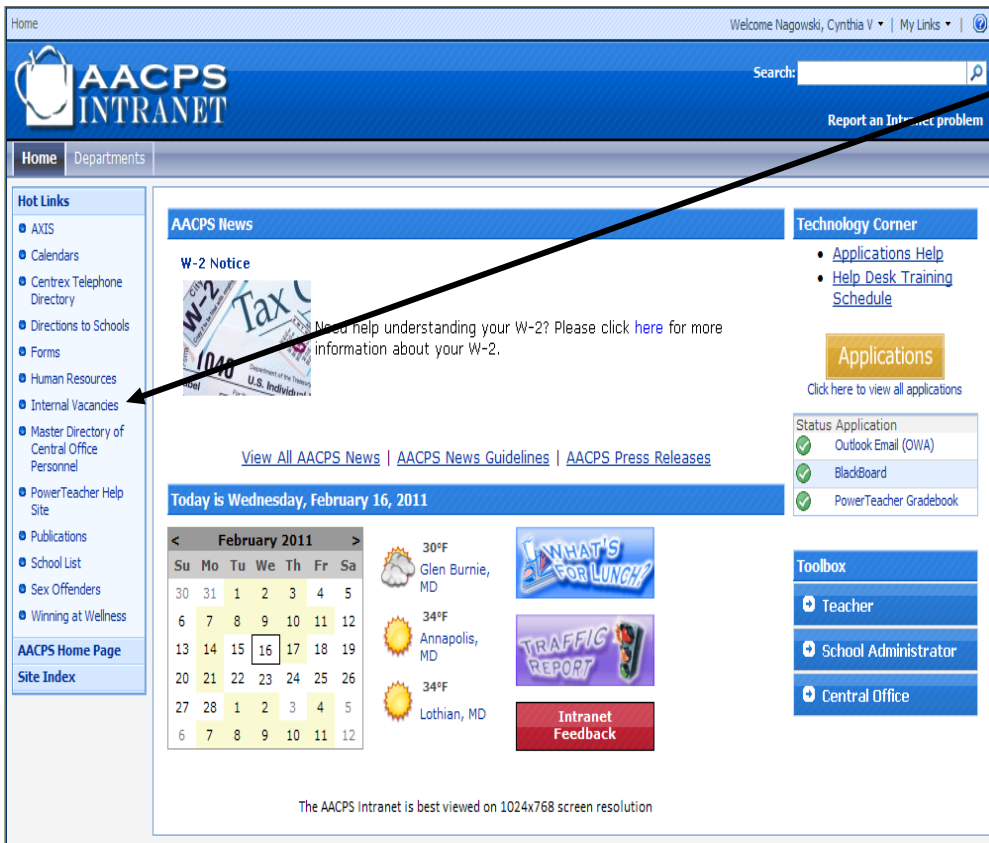
# DIRECTIONS FOR CURRENT EMPLOYEES TO RE-ENTER AND APPLY TO MORE POSITIONS OR EDIT THEIR EXISTING INFORMATION



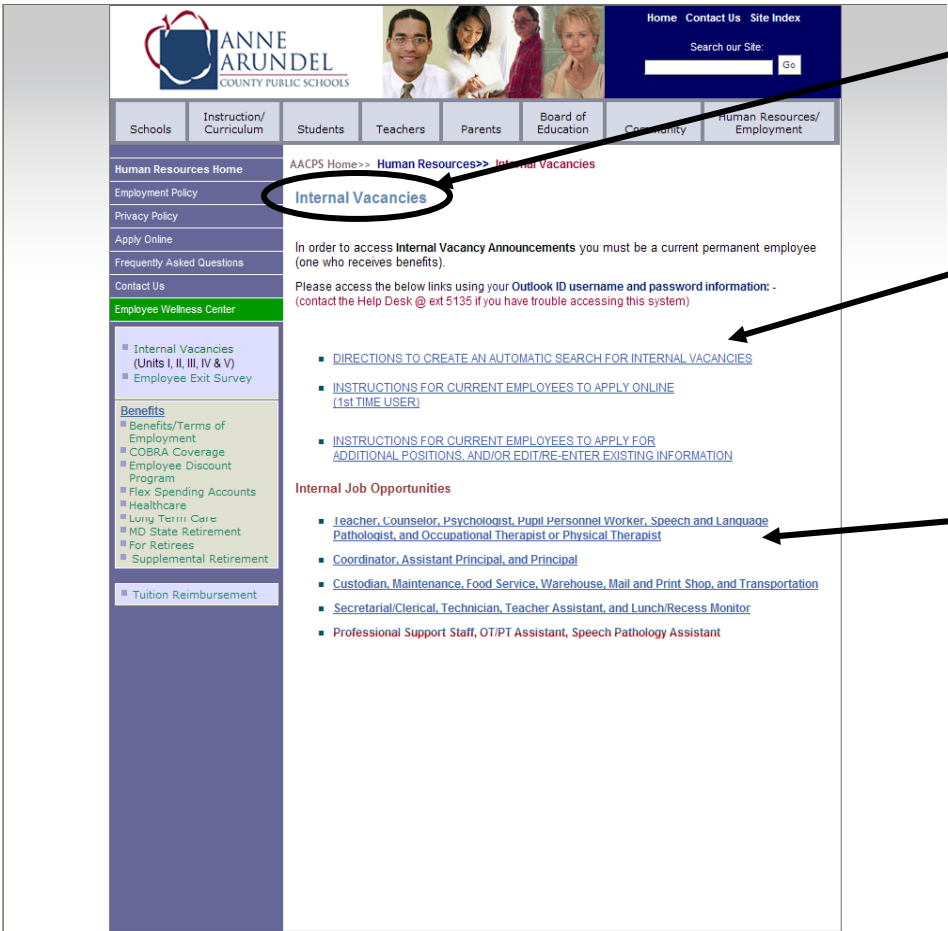
1. Go to the internet and type in [www.aacps.org](http://www.aacps.org) in the address box.

2. Move your cursor on the Human Resources Button and

3. Click on "Employee Intranet"



4. On the AACPS Intranet page, click on "Internal Vacancies" on the left hand side of the page.

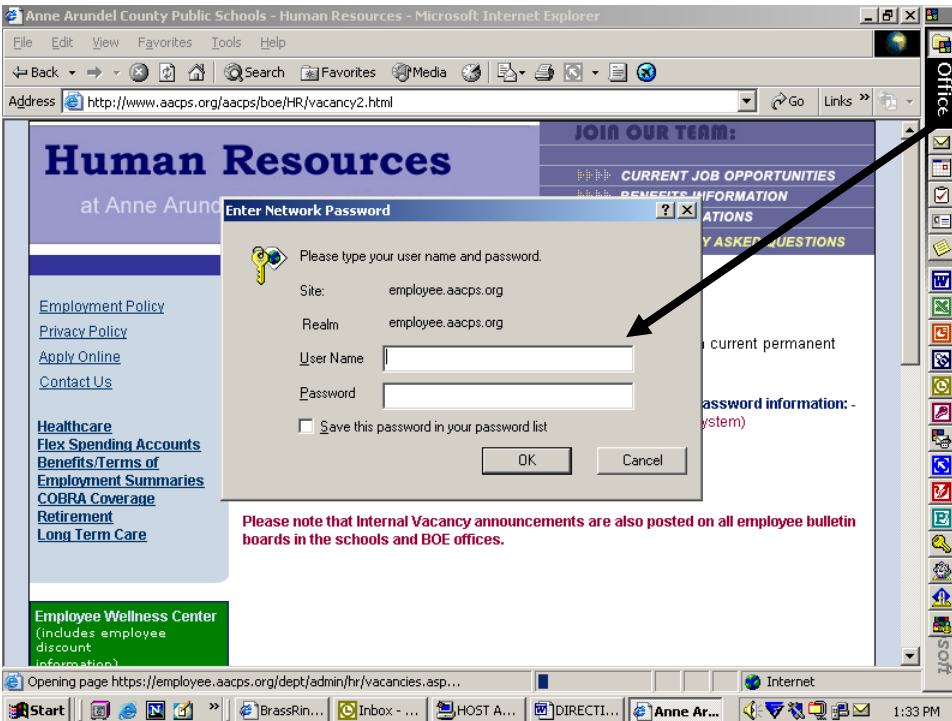


You are now on the Internal Vacancies Page

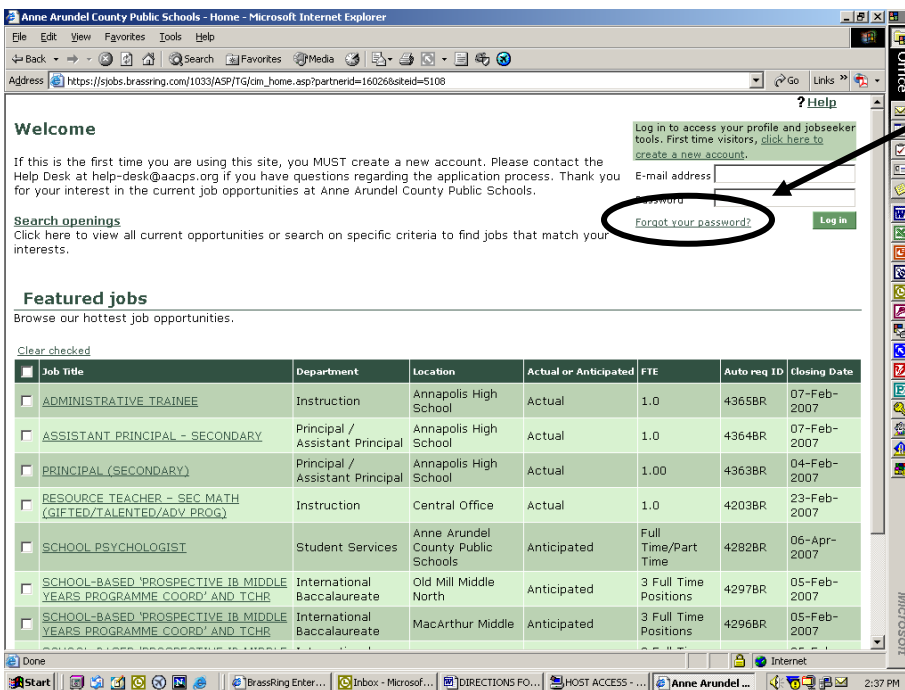
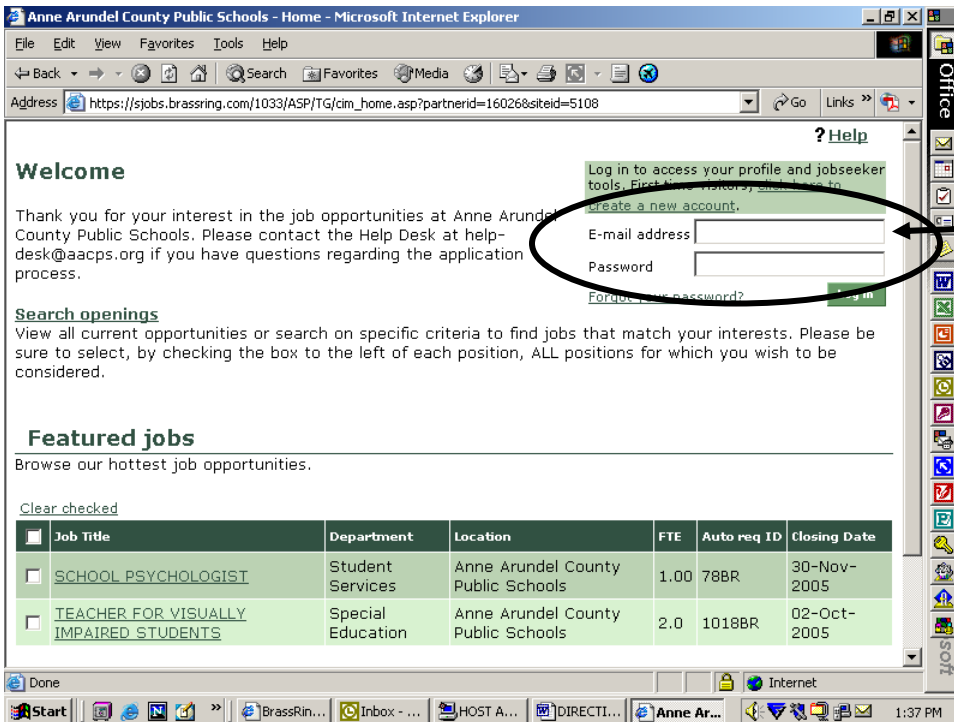
Here you will see:

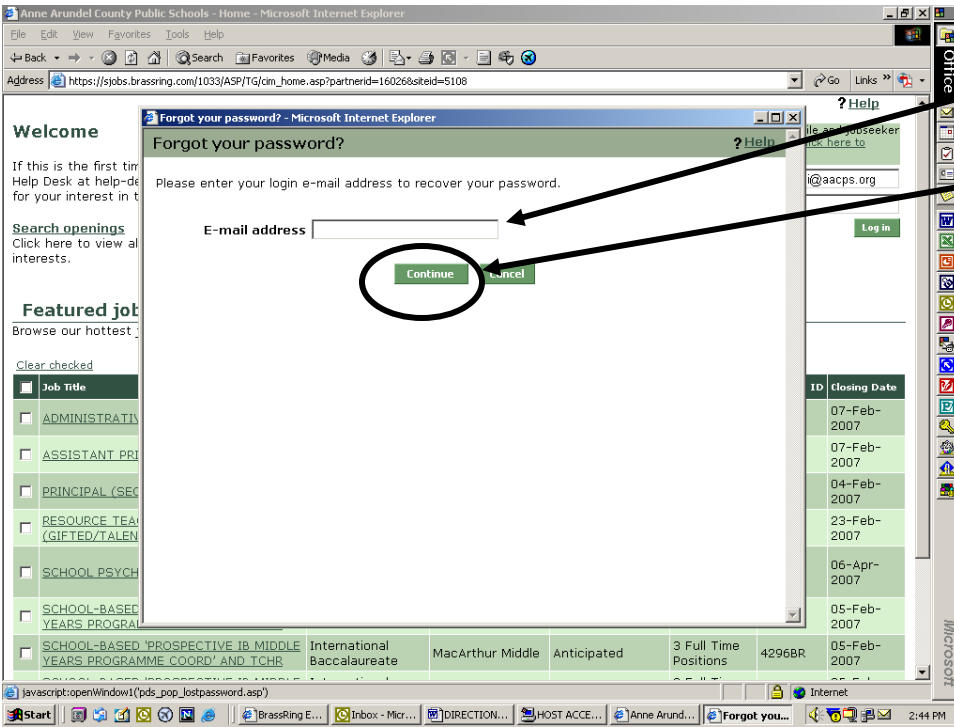
- a. Directions for creating a Search Agent
- b. Applying on line
- c. Internal Job Opportunities

5. To view positions, click on the blue link that best describes the position(s) for which you wish to apply.

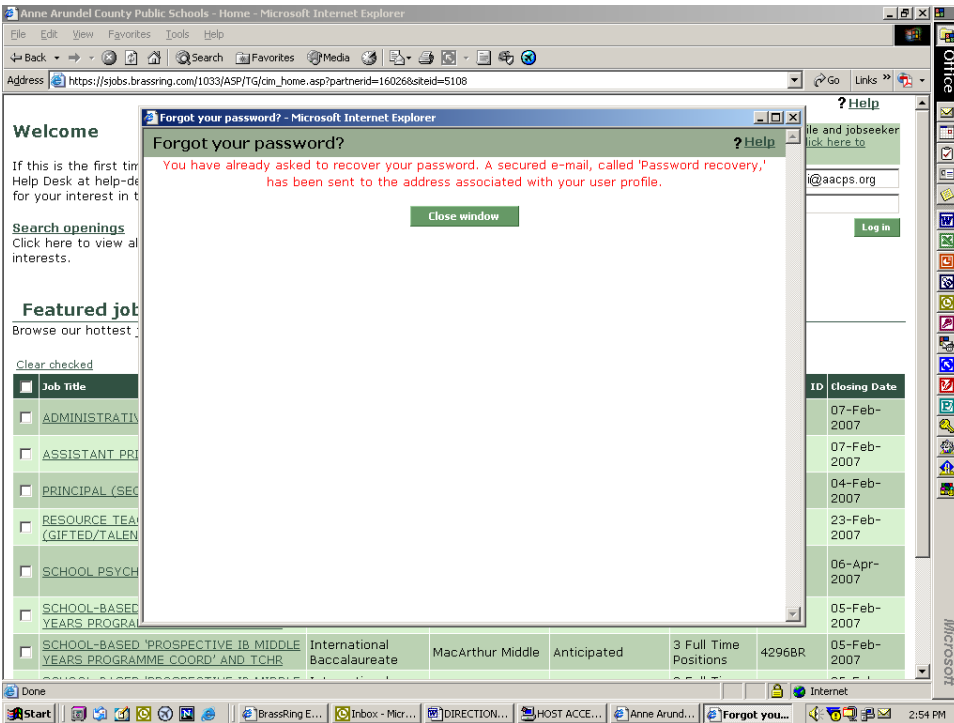


6. Enter your Anne Arundel County Public Schools User Name and password (same as your outlook) and press the "ok" button.

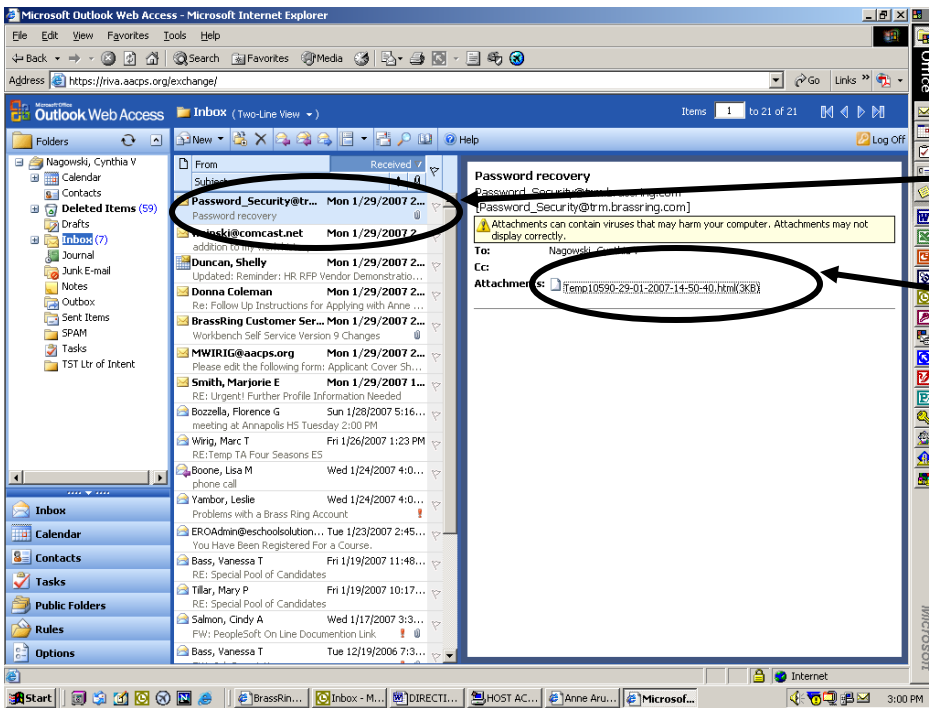




This screen will pop up.  
10. Enter your email address and  
11. click the continue button.



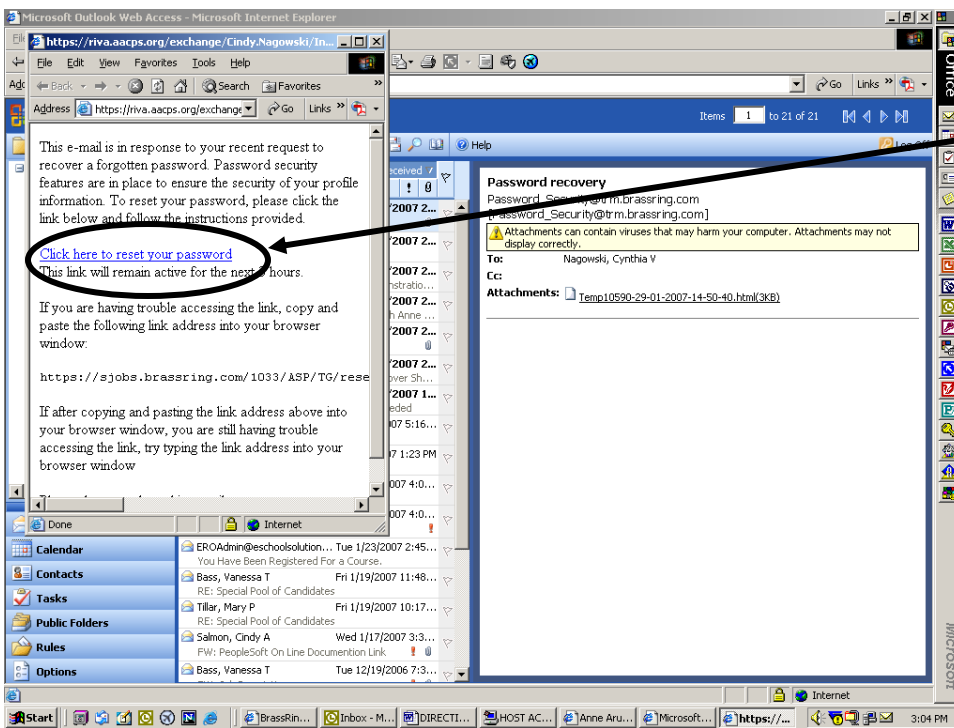
This box will appear telling you that you will receive an email entitled "Password Recovery."



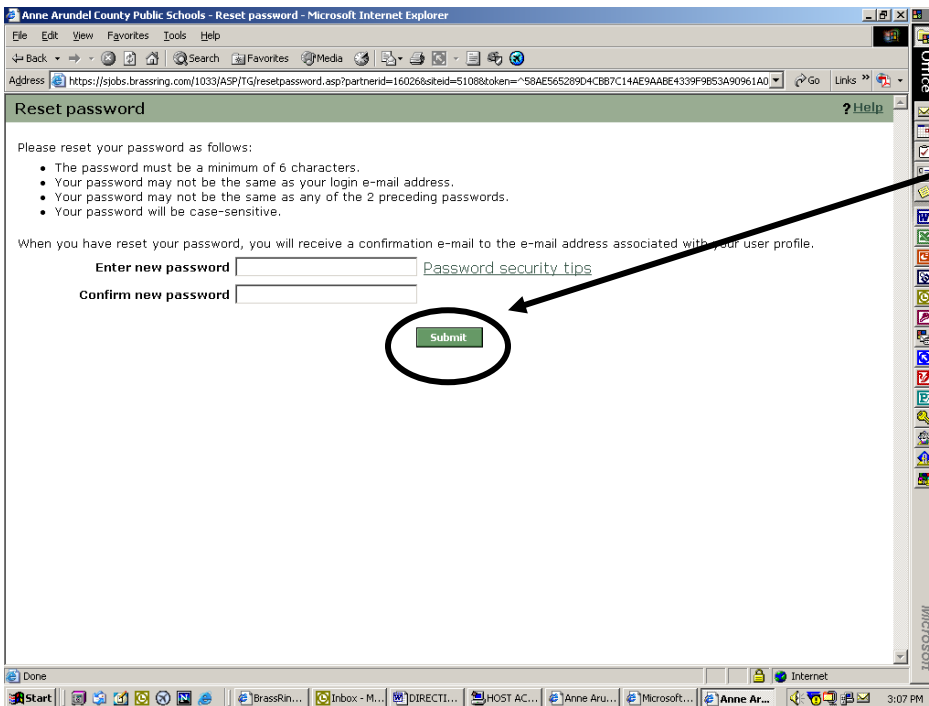
Here you see the password recovery email.

12. Open the email.

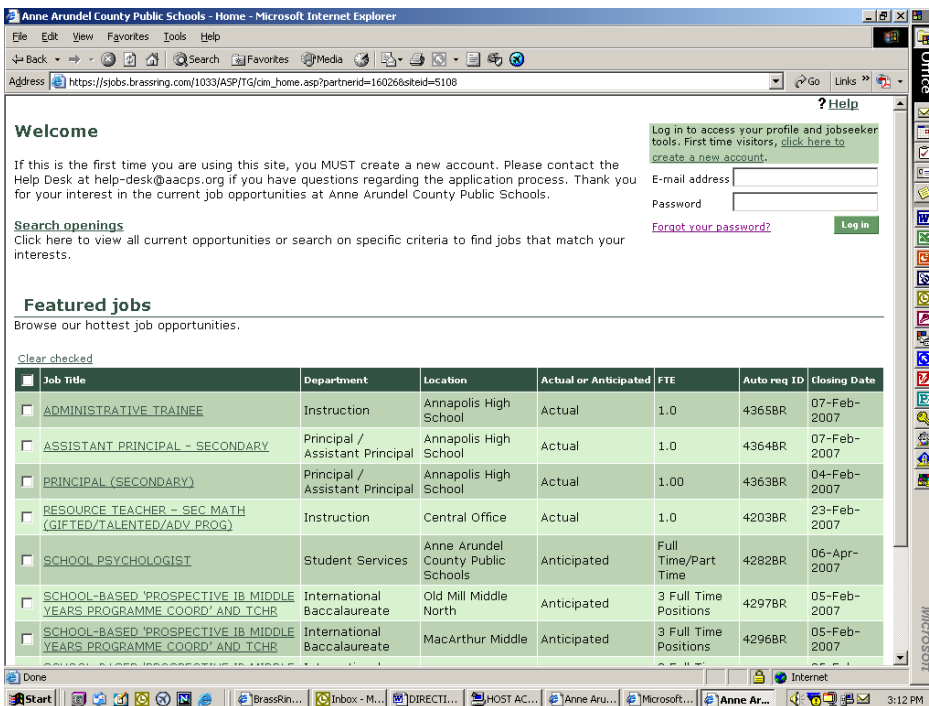
13. Click on the Attachment.



This box will pop up. Click on "Click here to reset your password."

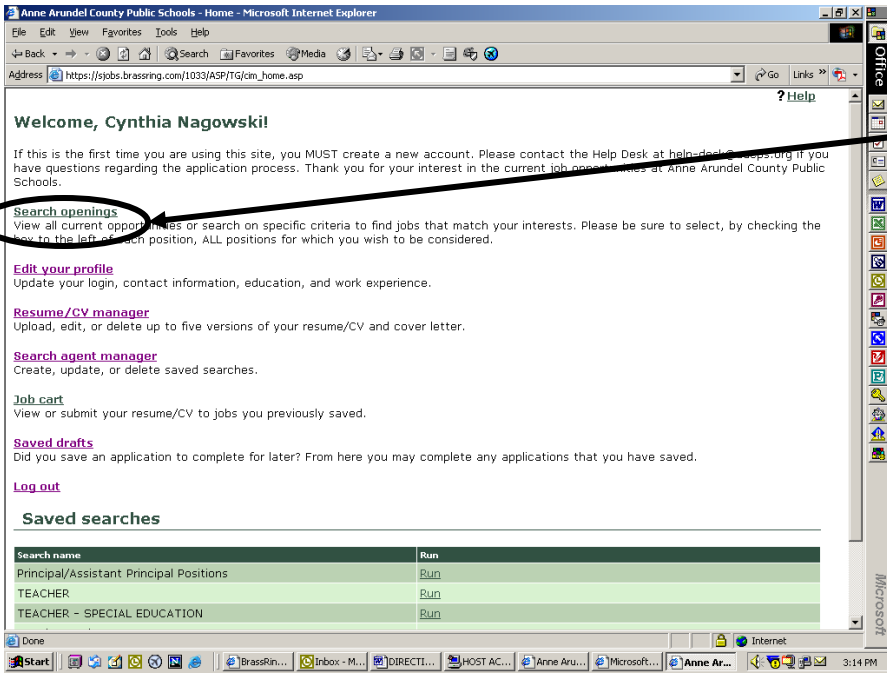


Follow the directions for entering a new password and then click the submit button.

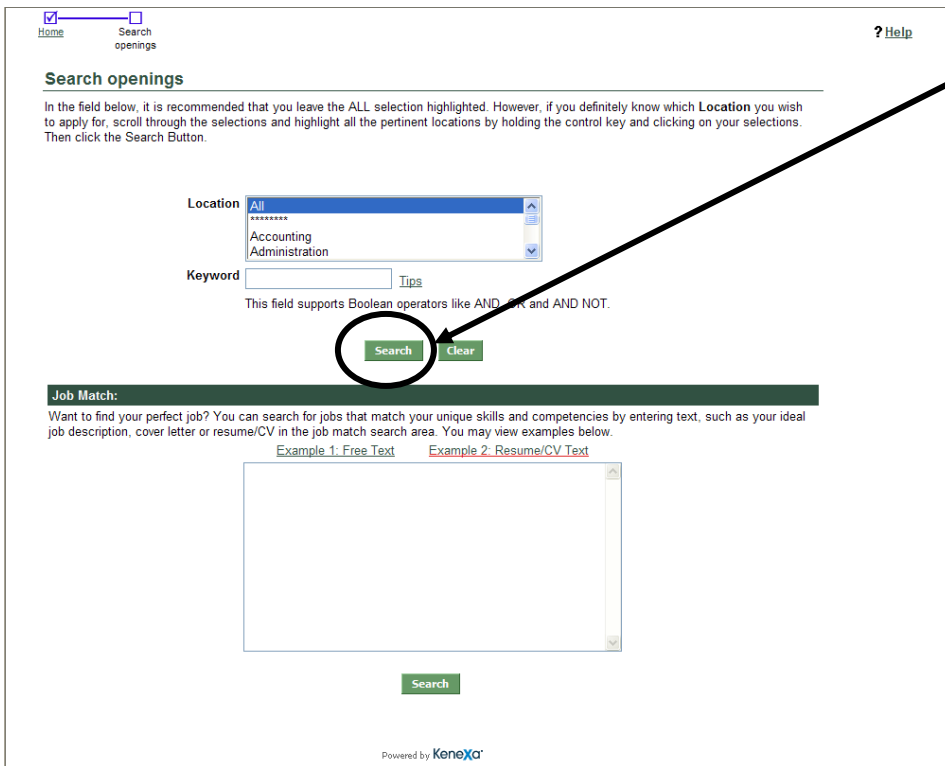


14. You will then be sent to your personal "Welcome" Page.

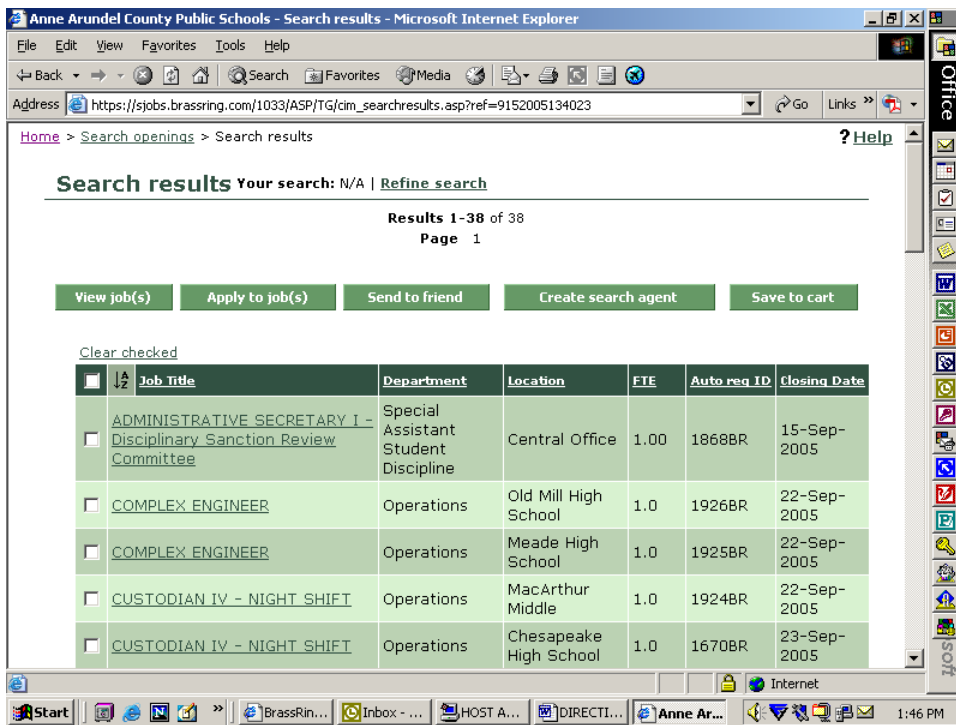
Several Options are listed. Select which you would like to do by clicking on the underlined title. If you would like to view the current openings, click on "Search Openings" and you will be taken to the "Search" page.



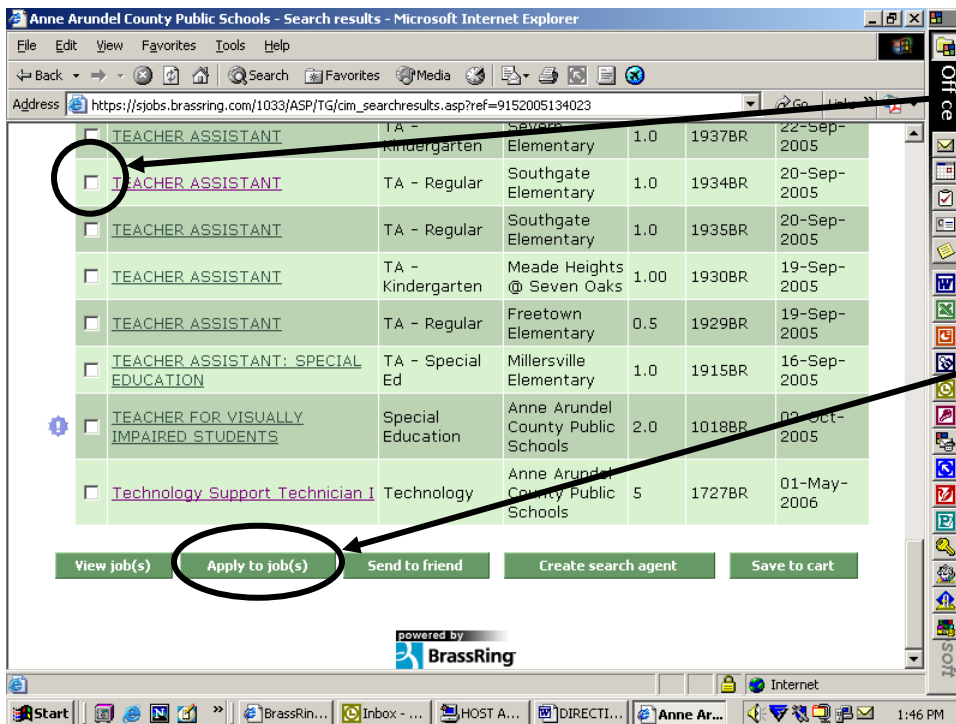
You are now on your personalized Welcome Page. Click on **Search Openings**.



15. Click the Search Button in the middle of the page.

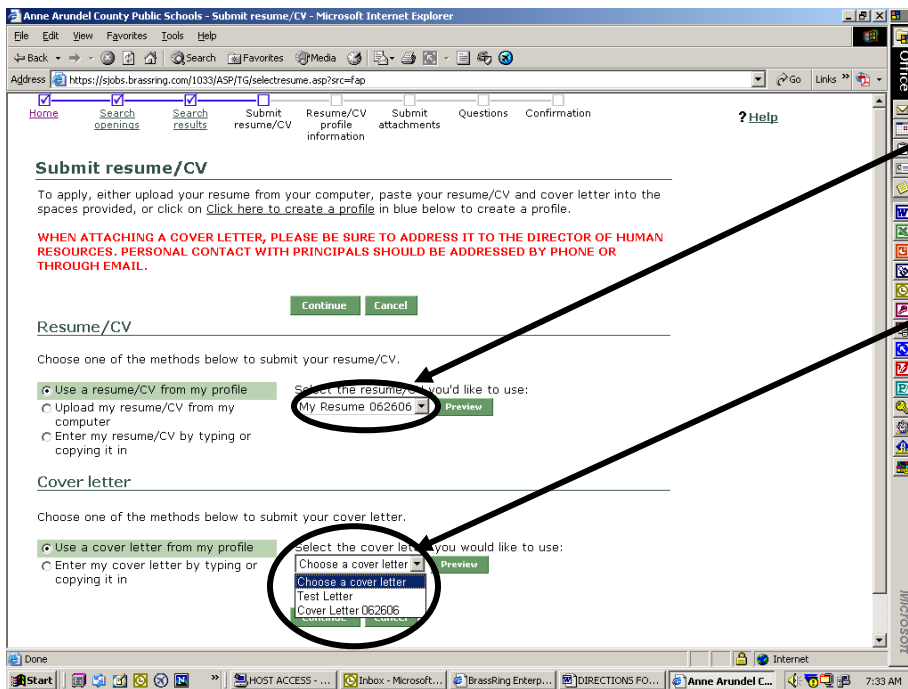


16. This takes you to the “Search Results” page. The positions are listed in Alphabetical Order. Notice that each position shows the Job Title, the Department (This indicates the Grade, Subject, or What department that has the opening), the location of the position, whether it is full time (1.0) or part time (.33, .50, .67, etc.) , the job vacancy number, and the date that the position closes.



To select the position(s) for which you wish to apply, click on the white box to the right of each position.

17. After you have completed your selections, click on “Apply to job(s).”

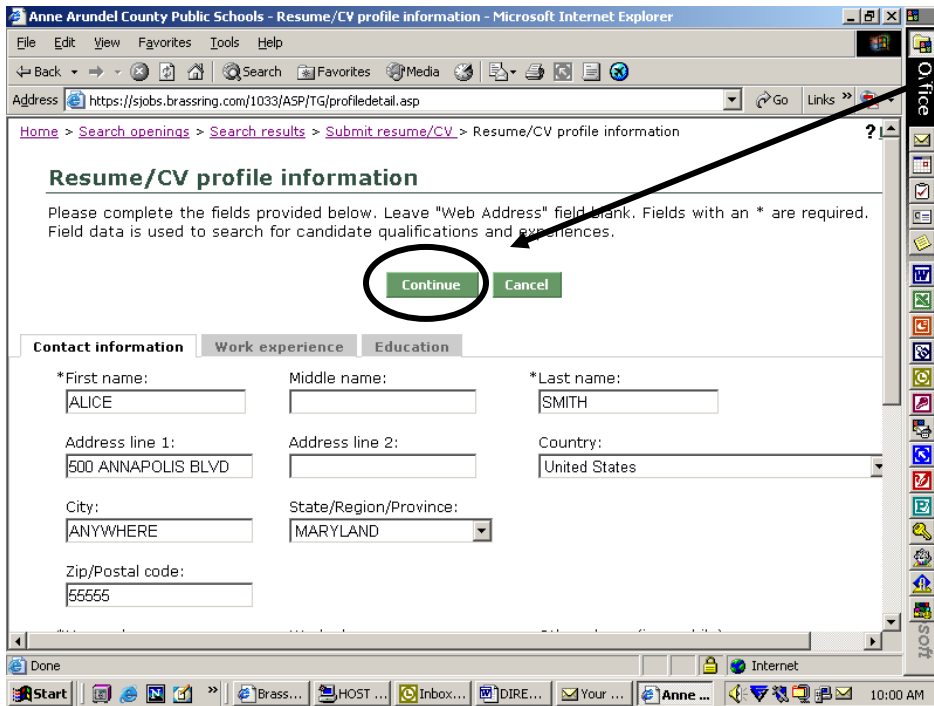


18. Be sure your resume

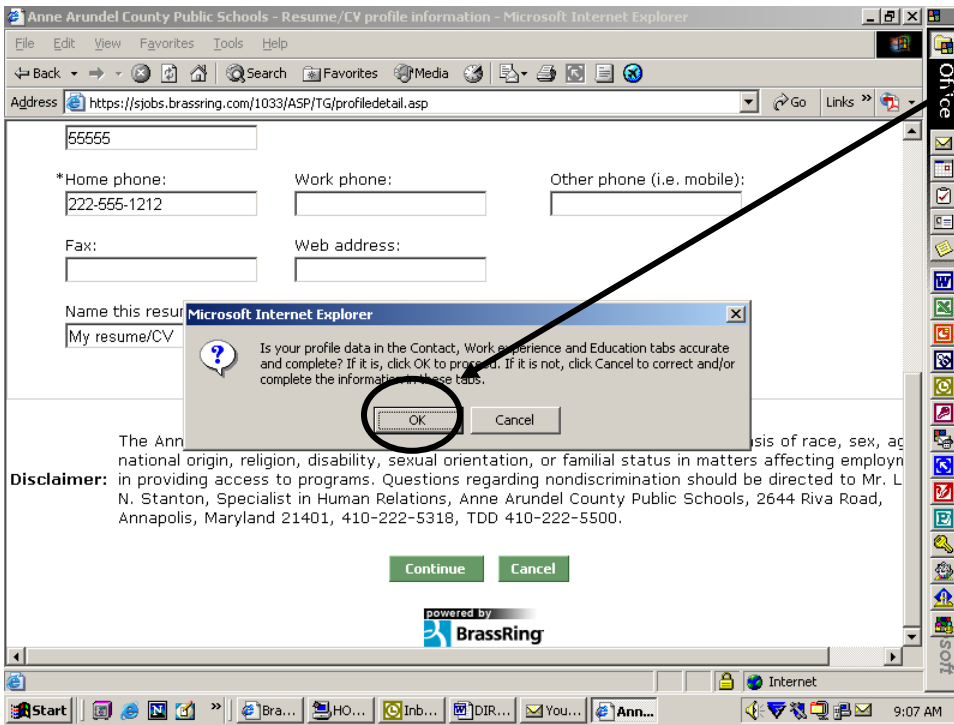
and

cover letter

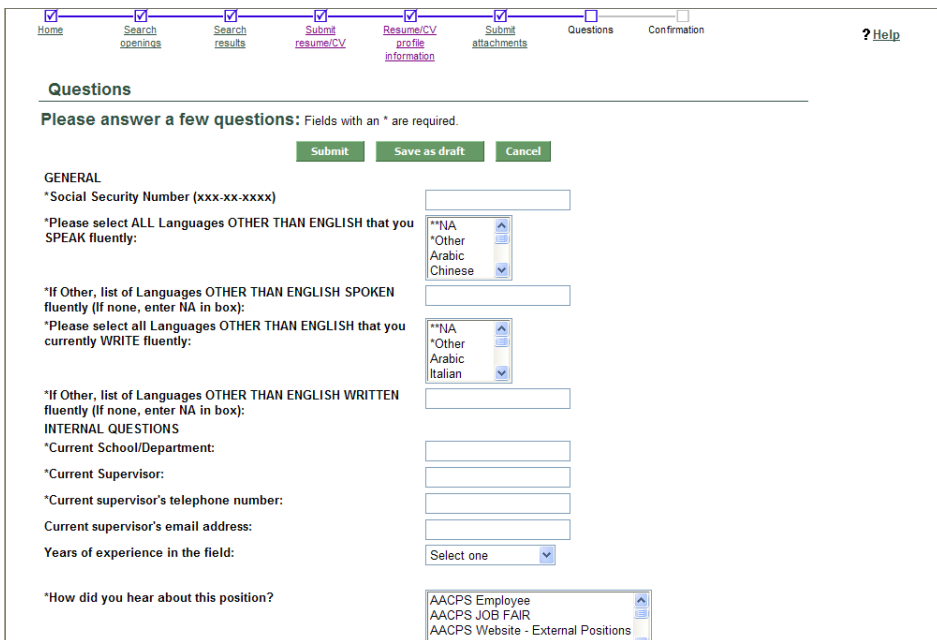
has been selected.



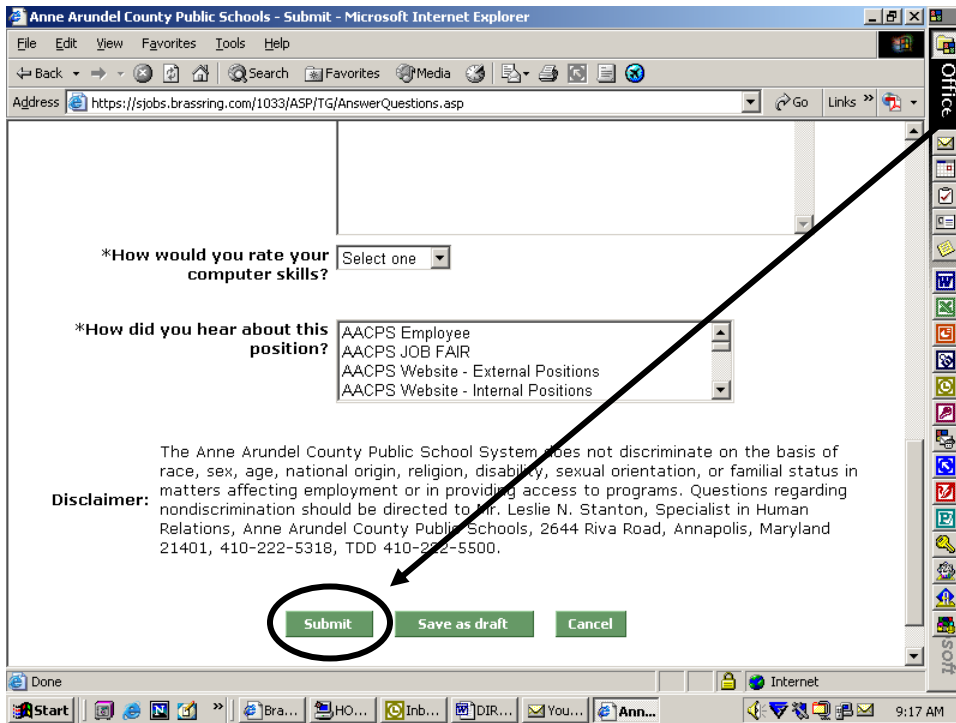
19. You will see your name, work experience, and education already filled in. If you would like to change something, you can. If not, click continue.



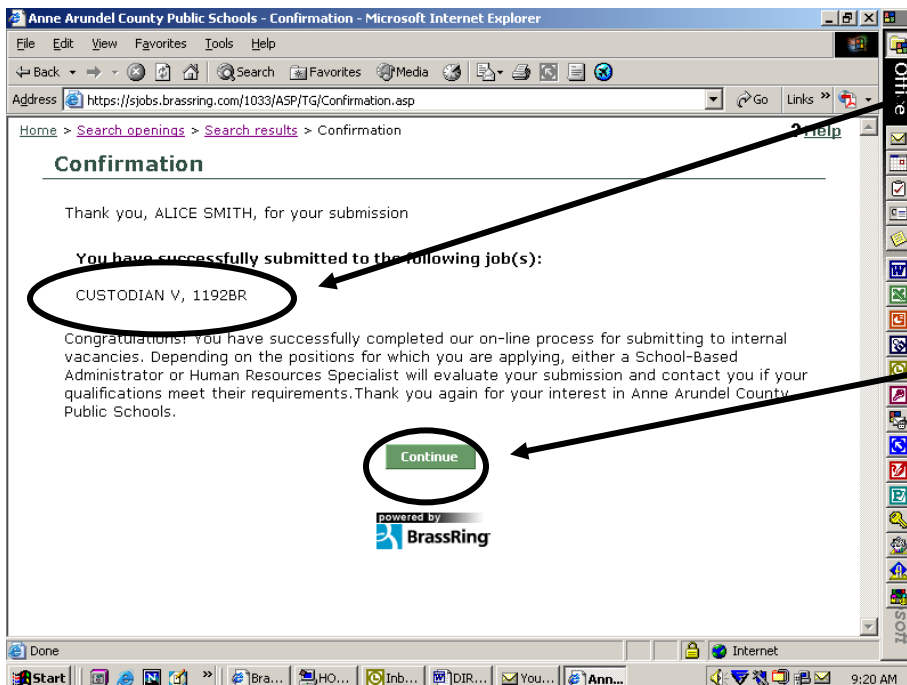
20. This box opens that asked you if you have checked your information. Click the OK button.



21. You will then be asked to fill out a few questions. Please be sure to fill in all boxes with an asterisk (\*).  
  
NOTE: Even though this particular job that was selected does not require it, most positions will request names and addresses of three (3) references.



22. Once you have answered all required questions, click the "Submit" button at the bottom of the page.



23. You will then see the confirmation page that shows you which positions your application has been submitted to.

24. When you click "Continue", you will be returned to the "Welcome Page."