

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
2. Place your cursor on the Human Resources Tab and click on "Job Opportunities"
3. Click on "Click here to view INTERNAL vacancies"
4. Click on the link that best describes the type of position for which you wish to apply, then enter your OUTLOOK username and password when prompted, and click OK.
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 your personalized 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: School Counselor (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.**
 - d. **Department: Highlight "Guidance." (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. **Keyword: This can be left blank (NOTE: If you enter a word i.e. "Principal" in the Keyword field, you will be notified each time a vacancy with the word "Principal" is opened. Since the word "Principal" is used significantly in education, you would most likely be informed of EVERY position that is advertised. If you are using a keyword, try to be more specific [i.e. Kindergarten])**
 - f. **REMEMBER!! THE MORE SELECTIONS OR INFORMATION YOU ENTER FOR DEPARTMENT AND/OR KEYWORD, THE MORE SPECIFIC YOUR SEARCH WILL BE.**
 - g. **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.