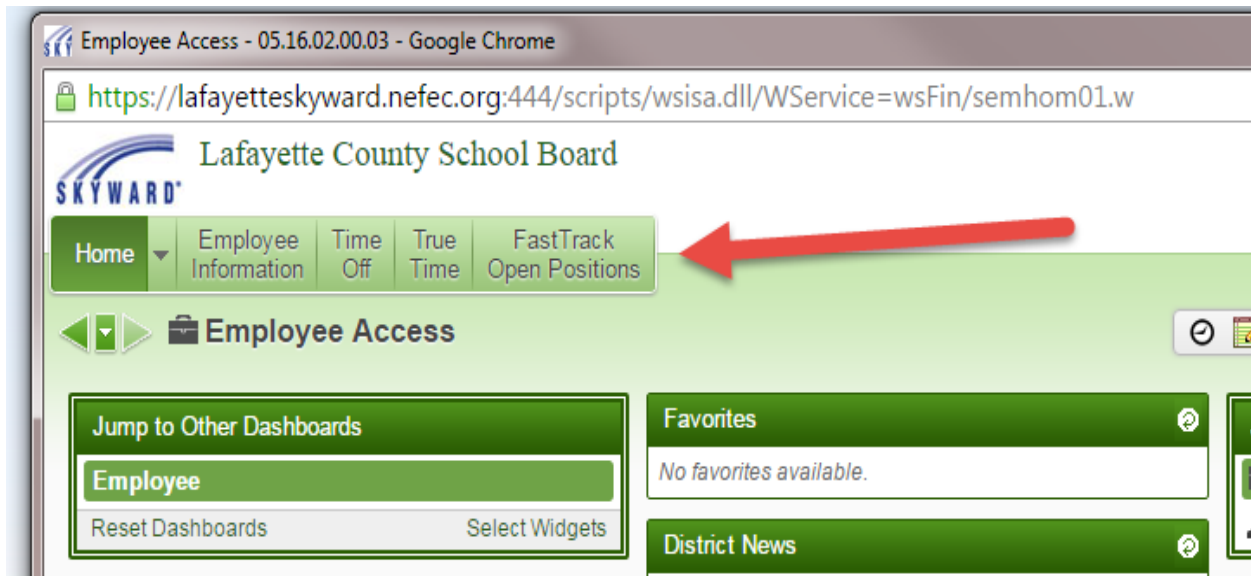


INTERNAL APPLICANTS:

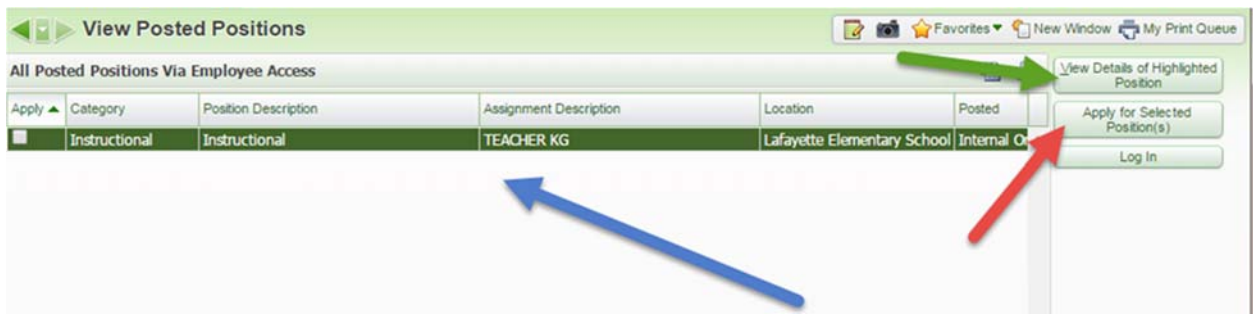
Current employees may view internal job listings by logging into their Skyward Business Account using their Skyward login information.



Click on "Fast Track Open Positions" button to view internal job listings.



This will open the Posted Positions page.



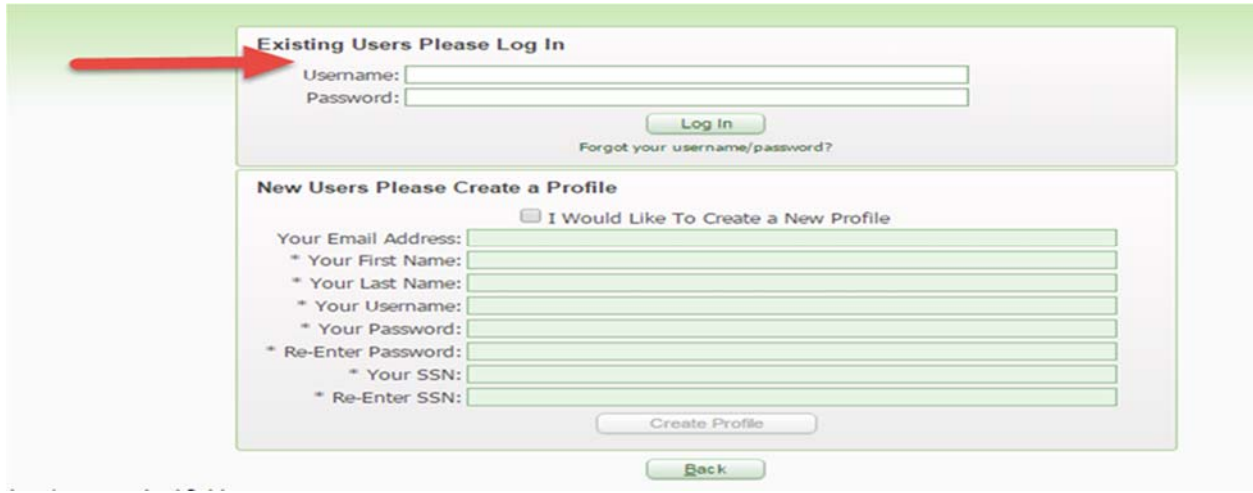
Current positions are listed by category. See [BLUE arrow](#) above.

If you would like to view the details of a position, highlight the position with your cursor and click on the "View Details of Highlighted Position" button in the top right corner (indicated with the [GREEN arrow](#) above).

If you would like to apply for a position, highlight the position with your cursor and click on the "Apply for selected Position(s)" button in the top right corner (indicated with the [RED arrow](#) above). This button will open the window to create a personal account.

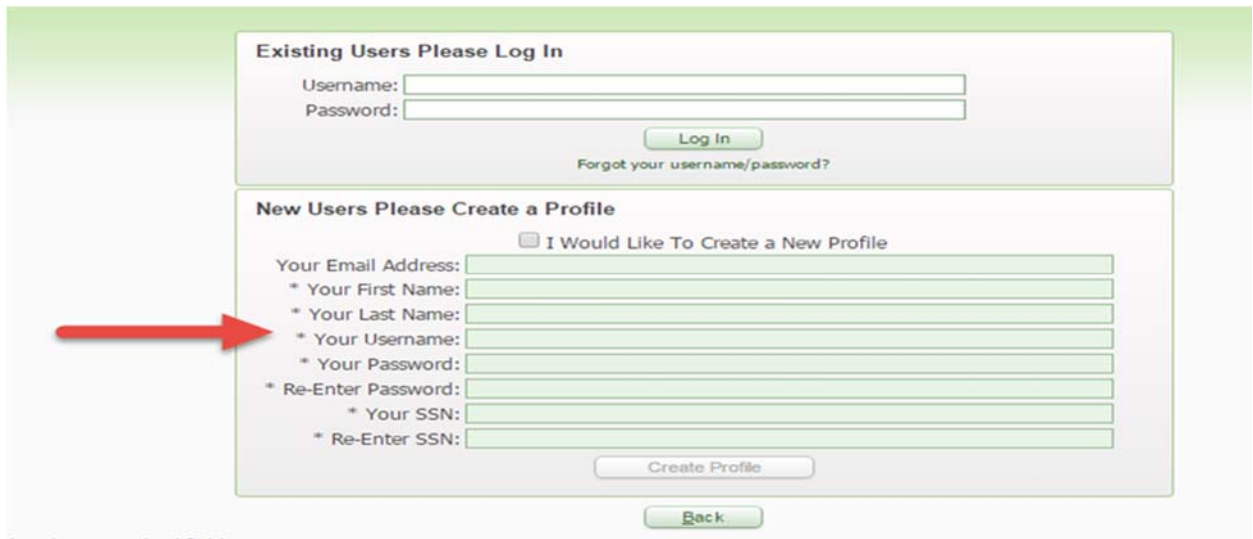
The screenshot shows a user registration and login form. It is divided into two sections: "Existing Users Please Log In" and "New Users Please Create a Profile". The "Log In" section has fields for "Username:" and "Password:" with a "Log In" button and a link for "Forgot your username/password?". The "Create Profile" section has a checkbox "I Would Like To Create a New Profile" and several required fields marked with an asterisk: "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". There is a "Create Profile" button and a "Back" button at the bottom. A red arrow points to the "Log In" section, and a blue arrow points to the "Create Profile" section. At the bottom left, it says "Asterisk (*) denotes a required field".

If you have set up an account previously, you are an existing user and can log in with your Username and Password here:



The screenshot shows a web form with two main sections. The top section is titled "Existing Users Please Log In" and contains fields for "Username:" and "Password:", a "Log In" button, and a link "Forgot your username/password?". A red arrow points to the "Existing Users Please Log In" header. The bottom section is titled "New Users Please Create a Profile" and includes a checkbox "I Would Like To Create a New Profile" (which is checked), followed by fields for "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". Below these fields are "Create Profile" and "Back" buttons.

If you have not set up an account previously, you will need to go to the NEW USER section and create an account:



This screenshot is identical to the one above, showing the same login and registration form. However, a red arrow points to the "New Users Please Create a Profile" section, specifically highlighting the "I Would Like To Create a New Profile" checkbox and the registration fields.

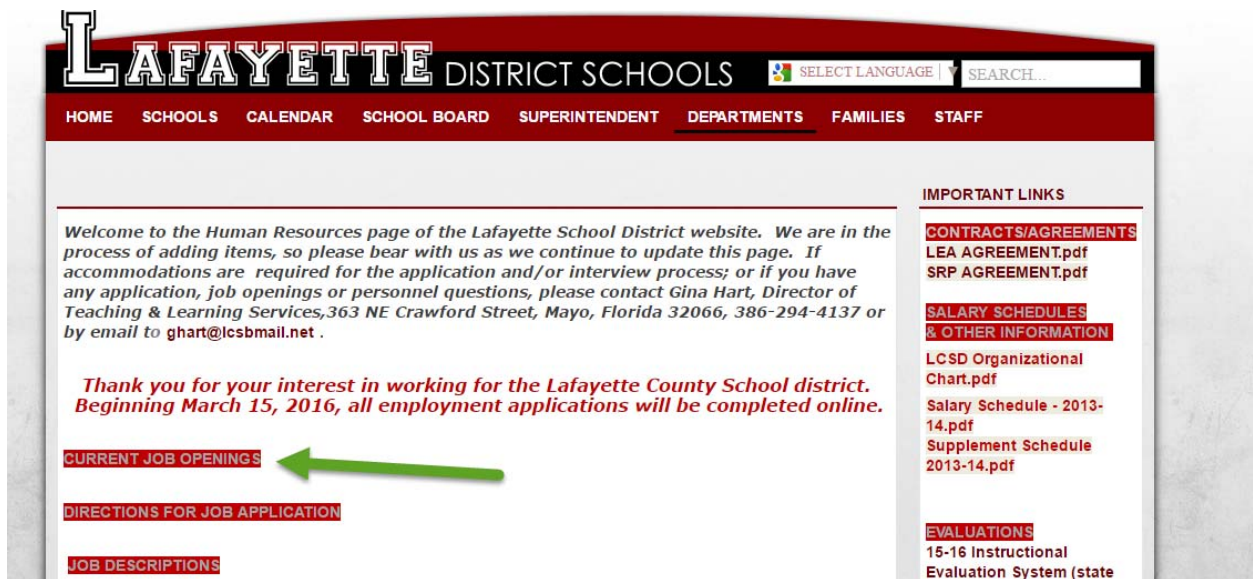
Once you have created your account, the system will walk you through the application process. You can then log in and edit your application as needed. If you have questions, please contact Gina Hart at 386-294-4137 or April Young at 386-294-1422.

EXTERNAL APPLICANTS:

To view external job listings, go to the District website and click on Departments and choose the Human Resource tab on the drop down menu OR click on the scrolling announcement message link indicating current job openings.



Either link will open to this page:



To view current job openings, click on the "Current Job Opening" link. This link will open into the Skyward platform, indicating a link to view current job openings.

Thank you for your interest in working for the Lafayette County School District. Beginning March 15, 2016, all Employee Applications are completed online.

Search Current Job Openings



[Click to view current job openings](#)



Existing Applicants Please Log In



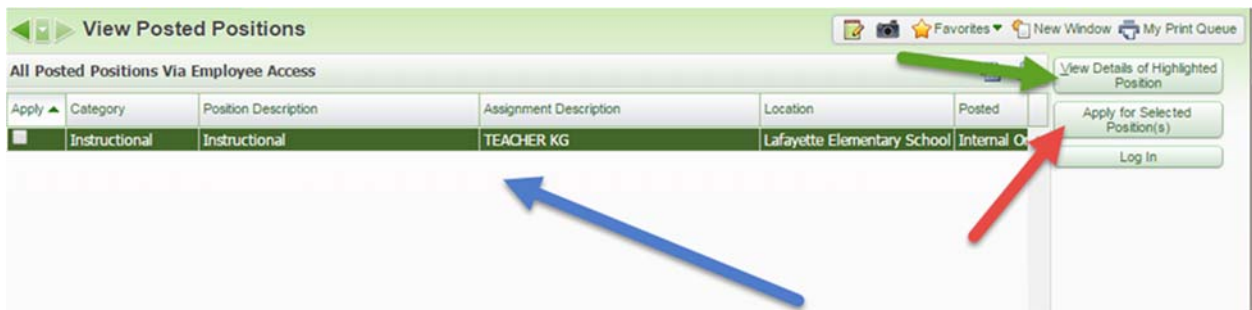
To access your previous applications, log in with your username and password.

Username:

Password:

[Forgot your username/password?](#)

This will open the Posted Positions page.

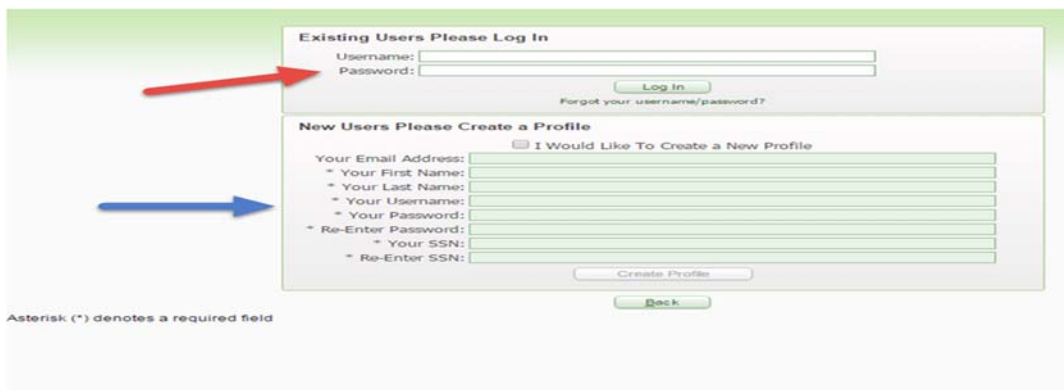


Apply	Category	Position Description	Assignment Description	Location	Posted
<input type="checkbox"/>	Instructional	Instructional	TEACHER KG	Lafayette Elementary School	Internal O

Current positions are listed by category. See [BLUE arrow](#) above.

If you would like to view the details of a position, highlight the position with your cursor and click on the "View Details of Highlighted Position" button in the top right corner (indicated with the [GREEN arrow](#) above).

If you would like to apply for a position, highlight the position with your cursor and click on the "Apply for selected Position(s)" button in the top right corner (indicated with the [RED arrow](#) above). This button will open the window to create a personal account.



Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

Asterisk (*) denotes a required field

If you have set up an account previously, you are an existing user and can log in with your Username and Password here:

The screenshot shows a web interface with two main sections. The top section is titled "Existing Users Please Log In" and contains a "Username:" field, a "Password:" field, a "Log In" button, and a link that says "Forgot your username/password?". A red arrow points to the "Existing Users Please Log In" header. The bottom section is titled "New Users Please Create a Profile" and contains a checkbox labeled "I Would Like To Create a New Profile". Below the checkbox are several input fields: "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". At the bottom of this section are "Create Profile" and "Back" buttons.

If you have not set up an account previously, you will need to go to the NEW USER section and create an account:

This screenshot is identical to the one above, showing the same login and profile creation interface. However, a red arrow points to the "New Users Please Create a Profile" section, specifically to the "I Would Like To Create a New Profile" checkbox.

Once you have created your account, the system will walk you through the application process. You can then log in and edit your application as needed. If you have questions, please contact Gina Hart at 386-294-4137 or April Young at 386-294-1422.