Applicant User Guide

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General information about using WECAN

- There is one login page for all WECAN users: https://wecan.waspa.org/
- Add WECAN to your bookmarked pages for easy future reference.
- Add help@wecan-help.education.wisc.edu and wecan.help@uwlax.edu to your email contact list within your email account.
- It is recommended that you use a computer; not all phone and tablet apps fully support WECAN pages.
- Use your internet browser tools to turn on your browser's spell check feature.

Log in to Your Existing WECAN Applicant Account

If you have an existing WECAN account, enter the email address with which your account was established and your password and then select the green **"Sign In With Email"** button.

If you are unable to log in to your account, select the **"Forgot Password and Account Recovery"** button.

Use one of the two options shown below.

You can request a password reset link by entering your email address and selecting **"Email me a password reset link"**. If you have an existing account with that email address, a password reset link will be sent. Then, check your email and follow the instructions that are emailed to you to reset your password. Be sure to check your SPAM and JUNK folders for the password reset email which is sent to you.

The **"Account Recovery"** option will only work if your account was created on or after 11/1/2021. If your account was created before this date, you do not have the option to recover your account yet (once logged into your account, you can add this security feature).

If you created your WECAN applicant account on 11/1/2021 or after this date, and you select **"Account Recovery",** you will see the following screen with options to assist you in recovering your account. If you only see the option to Recover Account via Security Questions, then you did not set up the optional "Recover Account via Email."

Enter your recovery email address or answer the security questions and then follow the instructions that are emailed to you to access your account. Be sure to check your SPAM and JUNK folders for the password reset email which is sent to you.

For further assistance, send an email to: wecan.help@uwlax.edu

Create a WECAN Applicant account

If you do not have an existing WECAN applicant account and you wish to create one to search and apply for vacancies posted in WECAN by individual school systems, select **Create an Applicant Account**. There are 5 required steps involved in creating your WECAN applicant account.

Complete the four registration steps by entering data in all required fields (noted by "red stars.") **Use a valid personal email address to create your account.** The personal email address that you enter will become part of your login information and must be a valid email address so that you can receive the confirmation email and confirm your account as part of establishing your WECAN applicant account. **Please note: if you have a Wisconsin school district email address, you can enter your work email address _after_ creating your applicant account using a personal email address, allowing you to view internal vacancies.**

Step 1: Create your login information

Notes:
- Use a valid person email address
- Create a password
- Provide personal information

Step 2: Identify yourself, your interests, and special skills

- Full address
- Personal information
  - Languages spoken
  - CESA areas in which you consider working

Note: this step creates search filters that help WECAN provide vacancy openings that most align with your interests and skills.
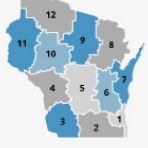
Step 3: Select the position types you are interested in

You may choose positions from:
- Certified vacancies
- Support staff vacancies
- Both

The more position types and specific positions you select the more vacancies WECAN will show you.

Note: this step creates search filters that help WECAN provide vacancy openings that most align with your interests and skills.

Step 4: Account Recovery

Account recovery settings will help you gain access to your account when you no longer have access to the email address used to create your WECAN account.

Confirm Your Account

After you complete Step 4 of the registration process, confirm your WECAN account by clicking the link sent to you in the WECAN confirmation email. **You must confirm your account before you will be able to log in and use WECAN. The link is valid for 24 hours.**

Confirm Email

When you're setting up your account with your own email, you should get a verification email. Click the link in the email to finish creating your account. If you have problems with the verification link or email, follow the steps below.

Didn't get verification email

If you didn't get an email verifying your account after you set it up, follow the steps below:
1. Check your spam or bulk mail folder.
2. If the email isn't there, add wams-support@lists.wisc.edu to your address book.
3. Request a new verification email by clicking here.
4. Check your spam or bulk mail folder.

Verification link doesn't work

If you click the link and it doesn't work:
1. Copy the entire URL.
2. Paste the URL into your browser's address bar.
3. Press Enter.

If the link expired, request a new link here.

Logging Into Your Confirmed Account

1. Go to the WECAN home page (https://wecan.waspa.org/).
2. Enter the email address with which your account was established and your password
3. Select the green **"Sign In With Email"** button. Once successfully logged in to your account, WECAN opens to your **Applicant Dashboard.**

Using WECAN / Applicant Dashboard

Review the different blue buttons on the dashboard and select desired action. The next few pages walk you through the different sections.

1: Select interested positions and fill out standard application(s) and question set(s)

- All applicant dashboards have two columns – one for certified staff and one for support staff. The image below shows how to identify the types of positions in each category.
- You must complete the corresponding Standard Application and Standard Question Sets based on the type of position(s) you are seeking (Certified or Support).
- Completed steps will be noted with a **green** "check mark." Incomplete steps in the application process will be noted with a **red** "X". Note: if you are not interested in a specific application type (for example Certified or Support), you can ignore the **red** "X".

CERTIFIED STAFF

Teacher, Substitute Teachers
Change My Interested Positions

1. WECAN Terms of Use ✓
2. Profile Information ✓
3. Standard Application ✓
4. Standard Question Sets ✓

SUPPORT STAFF

⊘ Notice ⊘

It looks like you haven't filled out your standard application(s). You can finish your standard application by going to your Standard Application.

Coach
Change My Interested Positions

1. WECAN Terms of Use ✓
2. Profile Information ✓
3. Standard Application ✗
4. Standard Question Sets ✓

Certified Staff Positions Seeking

Positions Seeking (Selected: None)

☐ Select All   Filter List

☐ Administrator
☐ Teacher
☐ Student and Pupil Services
☐ Substitute Teachers
☐ Nurse
☐ Teacher Leader

Save

Support Staff Positions Seeking

Positions Seeking (Selected: None)

☐ Select All   Filter List

☐ Assistant/Aide
☐ Clerical
☐ Computer Support
☐ Custodial/Maintenance
☐ Food Service
☐ Community Recreation
☐ Co-Curricula Advisory
☐ Coach
☐ Bus Drivers/Transportation
☐ Other

Save

Standard Applications:

Note:

- The Certified Staff and Support Staff Standard Applications are different, and information does not transfer between the two.
- SAVE each section of the application as you complete it.
- List <u>all</u> Education and Work Experiences; there is no limit to the number of entries.

Hints and reminders for Certified Staff Standard Applications:

- Selecting "Yes" at the top of the page allows districts to find your standard application by license and certification areas, years of experience, type of position sought, name, etc., without having applied for a position within the district.

  ☐ Allow school district to see application without applying

- For each degree listed in the "Education" sections, indicate if the academic program provided Teacher/Administrator/Pupil Services certification.
- **F**ull-**T**ime **E**quivalency or FTE identifies the percent of full-time work status of an employee. Student teaching is typically 40 hours per week so it may be listed as 100 (% FTE). A half-time appointment would be listed as 50 (% FTE).
- Entries under "Education" and "Work Experiences" are automatically sorted by date, with most recent experience listed first.

Standard Question Sets:
- Most but not all position types require answering Standard Question Sets*.
- The position types you selected will determine the Standard Question Sets provided for you to answer. For example, in the screen shot on page 9, the applicant selected "Teacher" and "Substitute Teachers" in the Certified Staff section, and "Coach" in the Support Staff section.
- Changes in position types on this page will result in different Standard Question Sets provided for you to answer.
- Completing the Standard Questions Sets aligned to the position types you choose prepares your application for submittal when you find specific vacancies to which you wish to apply.

2: Upload documents for your application

Click on the blue "Upload Documents" button.

Upload Documents

Upload PDF copies of your résumé, letters of recommendations, and transcripts to your WECAN Dashboard by selecting the green "Add" button for each type of document. You may upload a maximum of 12 documents across all categories (Resumes, Transcripts, Letters of Recommendation.) If you've reached the maximum and would like to upload a new one, you'll need to delete an older document. This will not affect any applications you have already submitted.
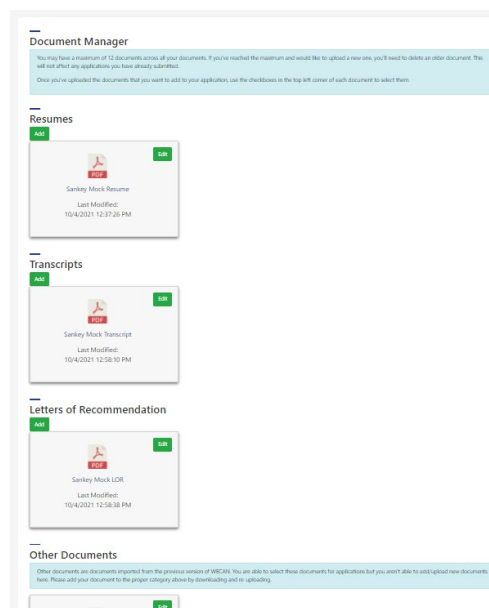
Note: Click on the blue "Document Organizer" to move documents from one category to another.

3: Search for vacancies

Use the Search Certified Vacancies and/or Search Support Vacancies button(s) to view vacancies.
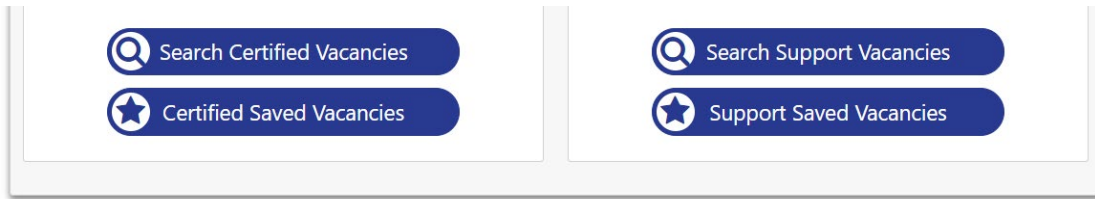
On the Search Vacancies page, select your vacancy criteria and then click the Search button at the bottom of the page. If your results do not yield an expected or known vacancy, use the "Clear All" button and then add desired criteria back into your filters before performing the search again.

Note:
- Only vacancies posted with an exact match with your criteria will display. To view the broadest list of vacancies, clear your individual license information before performing the search.
- To apply for internal vacancies, make sure that you have indicated that you currently work for a school district and then enter your work email address in your *Profile* Information.

Results will appear below the search form. Use the title of the position hyperlink to learn about the position or select "Apply" to begin the application process.

If you select "Apply", WECAN guides you through the specific requirements to apply for that vacancy. Once you select "Apply", that application will then show up as an "In Progress" application on your Applicant Dashboard. An "In Progress" application is not submitted, nor is it viewable by a district. Once an application is shown as "Submitted" on your Applicant Dashboard, it is then submitted and is viewable by a district.

Any modifications for a specific position MUST be made during the "Apply" process and prior to submission. Once applications are submitted changes CANNOT be made to the submitted application, nor can documents be added or deleted.

- Review the content of your application and your answers to Standard Questions Sets.
- Modify answers to question sets, specific to this vacancy. This is the only time you can make changes for a specific vacancy.
- Update your application with information for the specific vacancy.
- **Include the documents that the school district has requested by selecting the boxes next to each of the desired documents. <u>You MUST see blue check marks within the boxes.</u> Blue check marks indicate the documents that will be sent with your application. Documents must be selected each time you submit a new application. Documents previously submitted with other applications are <u>not selected by default</u>.**

Document Manager

You may have a maximum of 12 documents across all your documents. If you've reached the maximu

Once you've uploaded the documents that you want to add to your application, use the checkboxes

Resumes*

Add

☑ **Document will be included.**

Edit

PDF

Sankey Mock Resume

Last Modified: 10/4/2021 12:37:26 PM

Transcripts*

Add

☐ **Document will not be included.**

Edit

PDF

Sankey Mock Transcript

Last Modified: 10/4/2021 12:58:10 PM

- Add your cover letter, if required. Content of your cover letter may be copied and pasted or typed directly into the text box. It is strongly recommended that cover letters be customized for the specific position.
- Answer the criminal background questions each time you apply.
- The green "Submit Application for this Vacancy" button will only appear at the bottom of your screen once all required sections have been completed.

Application Checklist

✔ General Information
✔ Education
✔ Licenses
✔ Education Work Experience
❗ Teacher Years Experience
❗ Administrator Years Experience
✔ Non-Renewed
❗ Non-Education Work Experience
✔ References
✔ Personal Statement
✔ Training
✔ Activities
✔ Question Sets
✔ Cover Letter
✔ Documents
✔ Criminal Background
✔ Authorization

Authorization, Release, and Certification

Please read the text below then check the box at the bottom of the page to indicate you have done so.

I authorize the Employer to investigate my personal employment history and I authorize any current/former employer, person, firm, corporation or government agency to give the Employer any inform employment history.

If I should be offered a position, I understand that a criminal information records check will be conducted on me. (A criminal record does not constitute an automatic bar to employment. Non-felony c considered only if the circumstances of the conviction substantially relate to the particular job in question.)

In consideration of the Employer's review of this application, I release from all liability and/or legal claims the Employer and every person seeking or providing information, whether it be oral or written. release shall be as valid as the original, and may be relied upon by all persons providing information.

Further, I certify that all information on this application is true, complete and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omissic requested of me, shall constitute grounds for rejection of my application, or if employed, my immediate dismissal.

If employed, I agree to comply with all the rules and regulations of the Employer. I also understand that employment is subject to the satisfactory investigation of the application and a favorable physic including a chest x-ray or tuberculosis screening. I understand any false statements or misrepresentation of facts are grounds for dismissal.

By clicking the checkbox below, I hereby certify that the statements above are true and correct to the best of my knowledge and belief.

☑ **I have read the Authorization, Release, and Certification.**

Application Instructions

Located less than 30 minutes north of Milwaukee, Cedarburg is regularly rated as one of the best places to live. The city has access to all that metropolitan Milwaukee offers, including national retailers while also offering its own highly popular seasonal festivals, amazing parks, bike trails and the nearby beautiful Lake Michigan shoreline. German Immigrants in the 1800s used the native limestone to b & stores, many of which are used today as municipal buildings, bed and breakfasts, museums and art galleries – earning a designation on the National Register of Historic Places. The Cedarburg Schoo highest performing districts in the state with outstanding staff and facilities. Parent/community support is stellar. If you are interested in being part of a caring and supportive learning community, Ceda Remember to use the cover letter feature included as part of the WECAN application so there is no need to attach a separate cover letter. Applying to vacancies as early as possible during the posting v encouraged to ensure the most comprehensive review of the application/credentials/references. Do not wait to apply until just before the posting closes. Applications submitted well in advance of the appreciated and viewed favorably.

Submit Application for this Vacancy

WECAN identifies incomplete sections with a **red** "X" in the checklist. Use the hyperlink(s) to navigate to the appropriate section(s) and complete the missing information. Once all required sections are completed, green "Submit Application for this Vacancy" button will appear. Be sure to carefully review all sections and include all documents desired before final submission. **Once applications are submitted, they are frozen in time. Applications and documents for the submitted position cannot be modified, added, or changed.**

When you select the green "Submit Application for this Vacancy" button, you will be asked to confirm that your materials have been reviewed and updated. Verify that you have included all requested documents and you have answered all questions for the position. **Once applications are submitted, they are frozen in time. Applications and documents for the submitted position cannot be modified, added, or changed.**

Select the green, "Yes, apply" button to submit your application.

Viewing application status and content

The My Applications section of the dashboard shows your application history. Here you can view an application's status, continue an In Progress application, or withdraw an application.

- School systems do not see *In Progress* applications. They can only view *Submitted* applications.
- Select the green **"View"** button to view submitted applications and answers to questions.
- Select the green "Continue" button to continue with an in progress application.
- Select the blue "Withdraw" button if you wish to withdraw an application. (See section about withdrawing further down below.)

Copying information between Standard Applications and In Progress applications

Note:
- Standard Applications become the "template" for your future applications.
- When an application for a vacancy is created – when "Apply" is selected for the first time – information from the applicable (Certified Staff or Support Staff) Standard Application and Standard Question sets automatically transfers over to that vacancy application, which then has an **In Progress** status.
- Updates made to the Standard Application do not automatically copy over to In Progress vacancy applications.
- Updates made to In Progress vacancy applications do not automatically update the Standard Application.
- If you would like to copy information to or from an In Progress application, you will need to use the red "Copy data to 'In Progress' applications" and/or "Copy data to Standard Application" buttons.
- Using the "Copy data to 'In Progress' applications" feature will update **all** In Progress applications with the current Standard Application answers. If you have a lot of In Progress applications, it might take a few minutes to complete.
- Using the "Copy data to Standard Application" will copy all of your answers back into the Standard Application.

<div align="center">

Copy data to standard application

Copy data to "in progress" applications

</div>

Withdrawing applications

If you wish to withdraw your application from a specific position, use the "Withdraw button" found in the My Applications section at the bottom of your Applicant Dashboard. You will only have the option to withdraw your application for a vacancy that is still open. Once a district closes a vacancy, you will no longer have an option to withdraw your application, and therefore you will no longer see the Withdraw button.

Important notes:
- **You will not be able to undo the withdrawal of your application and you will not be able to resubmit an application for that same vacancy.**
- **Do not withdraw your application to update submitted information or materials.**
- **Once applications are submitted, they are frozen in time.**
- **Applications and documents for the submitted position cannot be modified, added, or changed.**

Withdrawing an application is a two-step process, not a mistake. This action cannot be undone by you, by WECAN Support, or by district staff. To withdraw:
1. Click the blue Withdraw button
2. Confirm your withdrawal by answering the question in the popup message

Displaying 1 - 6 of 6 records.

| Vacancy ID	Position Title	Employer	Location	Start Date	Close Date	Status	Status Date		
124791	Long Term Guest Teacher - Grade 1 Teacher	Muskego-Norway School District	Bay Lane Elementary School	10/14/2021		In Progress		View	
125152	Computer Programming Teacher - Part Time	Dominican High School	Dominican High School	1/4/2022	12/11/2021	In Progress		View	
125158	Special Education Teacher 2nd Semester - High School	Cedarburg School District	Cedarburg HS	1/17/2022		In Progress		View	
6478	Crown test	UW-SoE Programs	Test	3/3/2017		Submitted	5/21/2019	View	Withdraw
61106	New Educator Mentor and Instructional Coach	Oregon School District	District Wide	8/12/2019	6/8/2019	Withdrawn	6/3/2019	View	
125169	English Language Learner (ELL)	School District of Monroe	Monroe High School	11/22/2021		Submitted	10/21/2021	View	Withdraw

Displaying 1 - 6 of 6 records.

Updating your profile and/or contact information

To update your preferences, applicant details and/or contact information, to change your email address and/or password, or to change your account recovery settings, log in to WECAN and select "Profile Information" from your Applicant Dashboard.
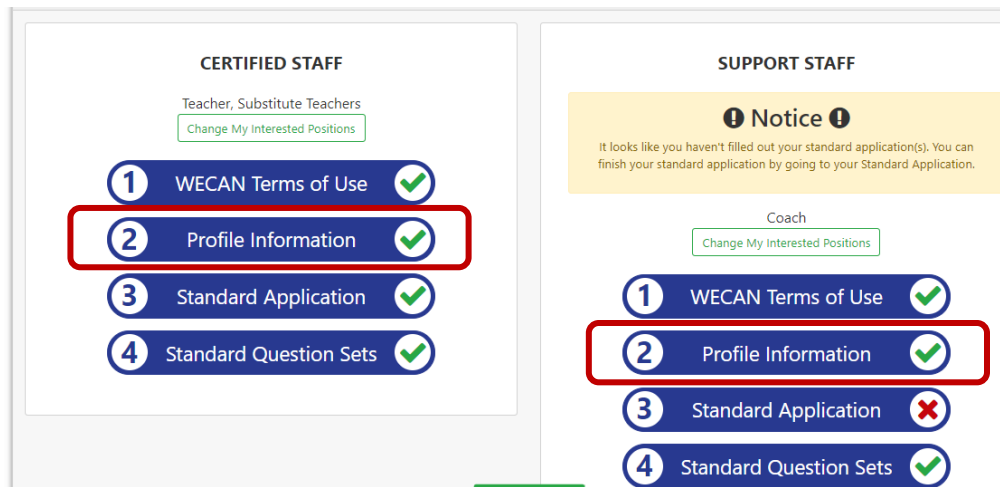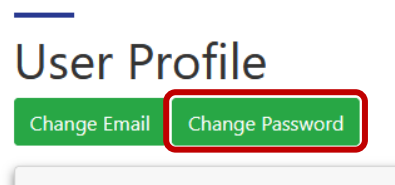

Your name and phone number, applicant details and preferences, and account recovery settings can be updated on the User Profile page.

Click on the green Change Email button if you need to change the email address linked to your WECAN account.
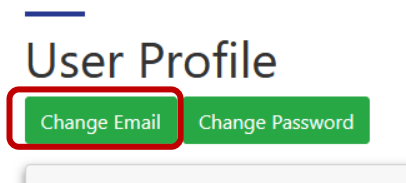
Click on the green Change Password button if you need to change the password of your WECAN account.

Viewing internal vacancies

The email address linked to your WECAN applicant account will not affect your ability to view internal vacancies (therefore an account linked to your school email address will not allow you to view internal vacancies).

Regardless of which email address linked to your WECAN account (personal email address or school email address): to see internal vacancies, you need to enter your district email in the School System Work Email field on your profile page so that the system recognizes you as an internal applicant.