

## FastTrack Application Instructions

**Step 1:** View the position listing to view all open positions and apply, click on “Search.” If you have already applied for a position and want access to your profile, enter in your username and password then click on “Log In”. If you forgot your username or password, click on “Forgot your username/password?” to have an email sent to you with your information.



**Search Current Job Openings**

[Click to view current job openings](#)

**Existing Applicants Please Log In**

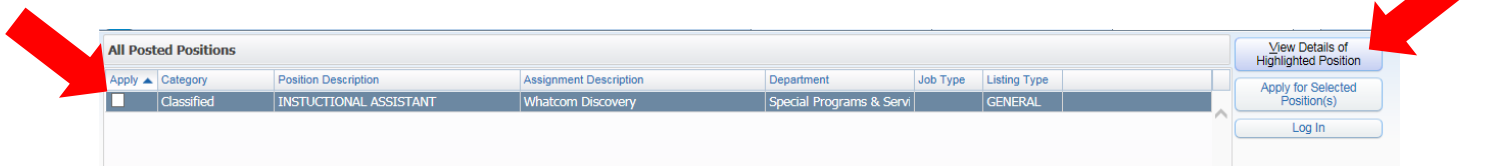
To access your previous applications, log in with your username and password.

Username:

Password:

[Forgot your username/password?](#)

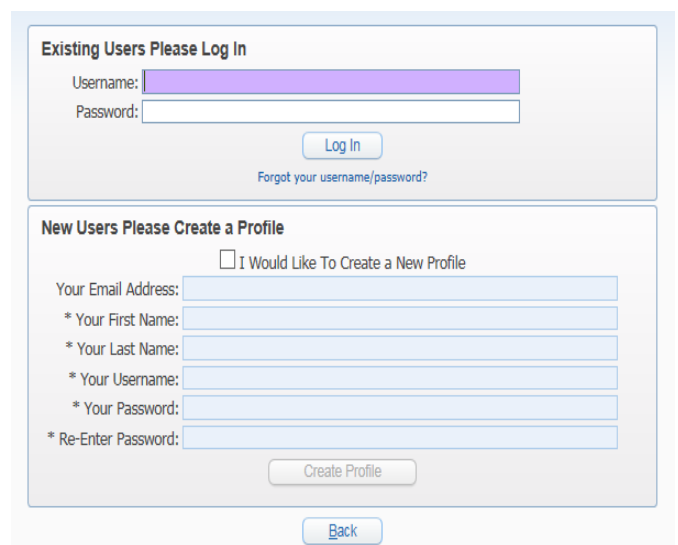
Use the checkbox to select a position you want to review and click on “View Details of Selected Position.” At this step, you also have the option to apply for the position without reviewing it.



Apply	Category	Position Description	Assignment Description	Department	Job Type	Listing Type	
<input type="checkbox"/>	Classified	INSTRUCTIONAL ASSISTANT	Whatcom Discovery	Special Programs & Serv		GENERAL	<input type="button" value="View Details of Highlighted Position"/> <input type="button" value="Apply for Selected Position(s)"/> <input type="button" value="Log In"/>

**Step 2:** The position listing will give you a preview of the questions included in the online application. When you are ready to begin the online application, scroll to the top of the page and click on the “Apply for Position” button.

**Step 3:** Create an Account (First Time Only). You will need an e-mail address and password to access the online application. After you click on “Apply for Position”, you will be asked to either enter your existing username and password or create a new user profile. If this is the first time you have applied for a job electronically with the NWESD check the box that says “I Would Like to Create a New Profile,” enter your information, then click on “Create Profile.” **Please make a note of your username and password, as you will need it to access your applicant profile in the future.**



**Existing Users Please Log In**

Username:

Password:

[Forgot your username/password?](#)

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**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:

**Step 4:** Begin your online application. There are 8 sections of the application to complete. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed.' Please ensure you are attaching the appropriate documents in order to complete your application. Only complete applications will be screened. When all sections have been completed, you may submit your application to Human Resources at the right. Once your application has been submitted, you may log back into your profile and make updates to the application until the position has been closed. **\*\*Your application is automatically saved as you enter data. If you cannot complete your application all at once, just click on the “Return to Profile” button to see that your information for that application was saved and then click on “Log Out.” When you want to return and finish, just log back into the system with your username and password.**

Application Dashboard

**Job Listing**

Listing ID: <input type="text" value="150213001"/>	Location: <input type="text" value="LUCILLE UMBARGE"/>	Type: <input type="text" value="Full Time"/>
Position: <input type="text" value="CLASSIFIED"/>	Dept: <input type="text" value="ADMINISTRATIVE ASST."/>	Deadline: <input type="text" value="02/20/2013"/>
Assignment: <input type="text" value="ADMIN ASSTS"/>	Group: <input type="text" value=""/>	Appl. Status: <input type="text" value="Not Submitted"/>

[View Details Of This Job Listing](#)

**This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.**

Contact Information	Completed	<input type="button" value="Edit"/>
Conditions of Employment	Incomplete	<input type="button" value="Add"/>
Education History	Incomplete	<input type="button" value="Add"/>
Employment History	Incomplete	<input type="button" value="Add"/>
Years Of Experience	Optional	<input type="button" value="Add"/>
Skills Questionnaire	Incomplete	<input type="button" value="Add"/>
General Questions	Incomplete	<input type="button" value="Add"/>
References	Completed	<input type="button" value="Edit"/>
Attachments	Incomplete	<input type="button" value="Edit"/>
Comments	Optional	<input type="button" value="Add"/>

For more information on how to apply for positions, please review the Frequently Asked Questions (FAQs) on our website ([www.stanwood.wednet.edu](http://www.stanwood.wednet.edu) under Employment). If your questions are still not answered, please feel free to contact us. Email: [humanresources@stanwood.wednet.edu](mailto:humanresources@stanwood.wednet.edu)