## Applying For a Position Internal Applicants

To begin the application process, proceed to the following web address: https://southumpqua.tedk12.com/hire/index.aspx. This is where all internal and external applicants will apply for a position. The application for internal applicants is significantly shorter. If you already have an account, log in with your user name and password. For more information, see the bottom of page 2

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SOUTH UMPQUA SD 19			the top of the page.	
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Job Listings Help			On the next two	
Job Lisungs Help			pages, you will	
This page is for current employees only.				
			confirm that you are	
New Internal Applicants	Non-Employees		an employee and	
In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.	If you are not currently eligible for status as an internal or transfer account, please return to job listings page.		click "continue"	
If you have already created an internal account, you may login with your existing username and password to see all internal jobs.				
Yes, I am an employee.				
Lam not an employee.				
I already have an Internal Account				
Login at the top of the page and return to job listings page. Once Logged in you will be able to view internal job postings.				
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I am a current employee of SOUTH UMPQUA SD 19	I am not a current employee of			
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Enter district email	If you are not a current employee, please Browse our Available Jobs and fill out a new application for a currently posted position.			
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At this point, you will be taken to the internal application. You must complete each page of the application before you can move on. You can come back and change anything in your application before it is submitted. After this initial setup, you can access your account by going to the web address listed at the top of this handout, and enter your username and password. If you need to change your account to an internal account, click "Account Settings" at the top of the page, and change your account type on the right hand side of the page to internal. If you have ANY questions or issues, please contact Human Resources immediately, and we will help you through the process.