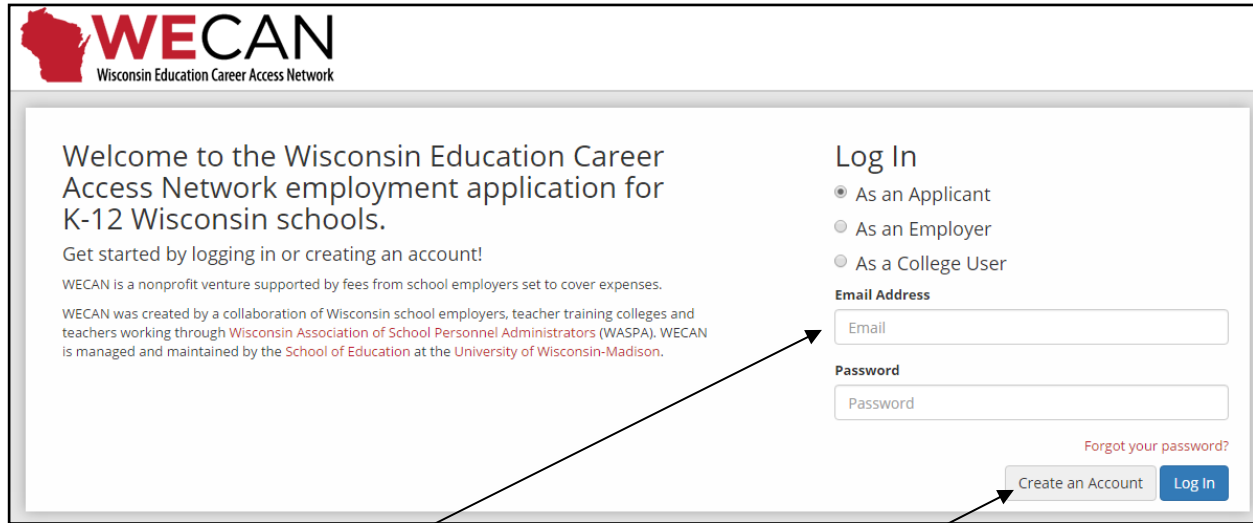


Dear Support Staff—

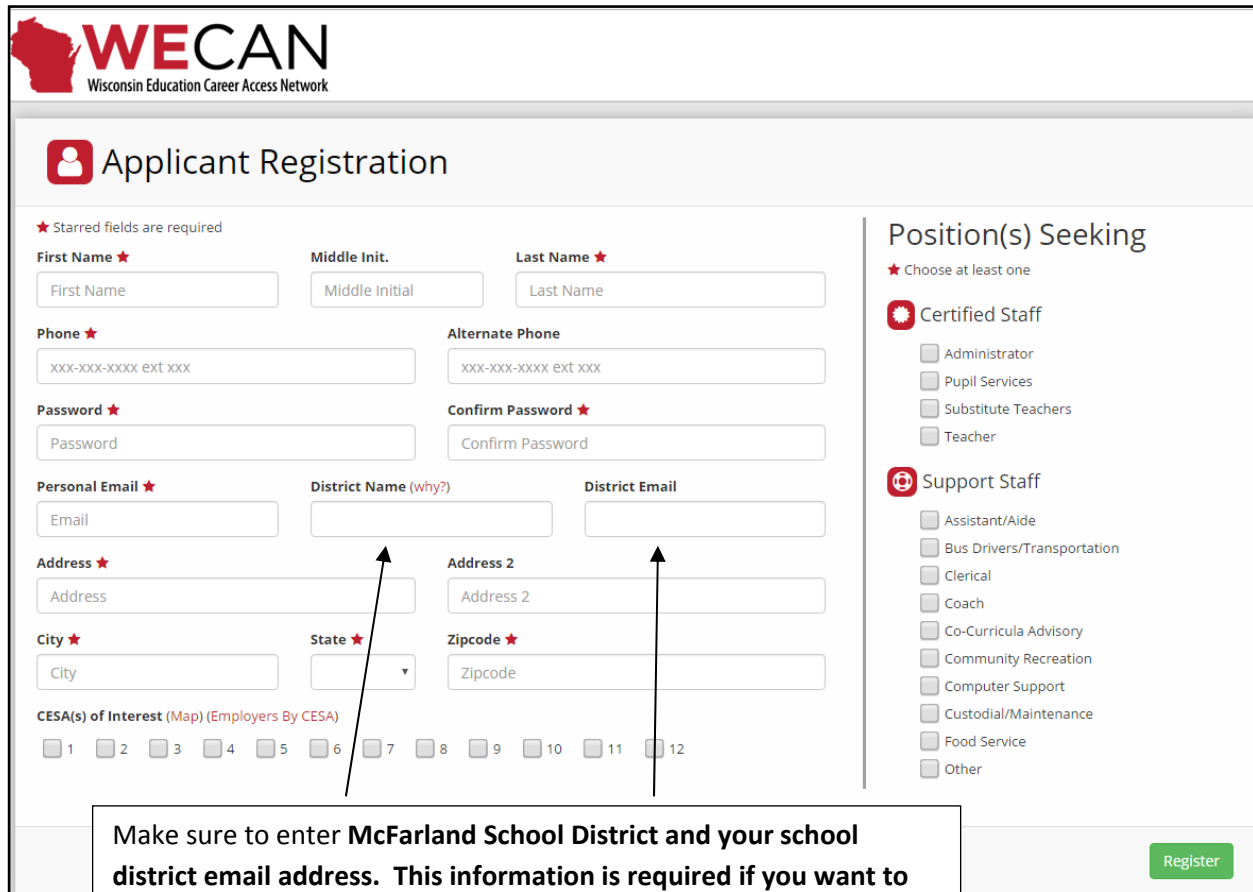
We are no longer using a paper Internal Application. All applications must be through WECAN. Below is the web link for the **New WECAN website**. If you had a WECAN account on the old WECAN site, it was not transferred to the new site. If you don't have a WECAN account, it only takes a few moments to create. Below are the basic steps to take to create a WECAN account and apply for a position. Once you have created your WECAN account, you can use it for any internal or external position that is posted: <https://wecan.education.wisc.edu>



If you have a WECAN account, enter your email address and password☺

If don't have a WECAN account, create one here and follow the next steps☺

To create a NEW account, fill in the information asked for on the screen below



★ Starred fields are required

First Name ★ **Middle Init.** **Last Name** ★

Phone ★ **Alternate Phone**

Password ★ **Confirm Password** ★

Personal Email ★ **District Name (why?)** **District Email**

Address ★ **Address 2**

City ★ **State** ★ **Zipcode** ★

CESA(s) of Interest (Map) (Employers By CESA)

1 2 3 4 5 6 7 8 9 10 11 12

Position(s) Seeking

★ Choose at least one

Certified Staff

- Administrator
- Pupil Services
- Substitute Teachers
- Teacher

Support Staff

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

Register




Make sure to enter **McFarland School District** and your school district email address. This information is required if you want to apply for Internal Vacancies.

After you have created your account and clicked on register, you will be directed to check your personal email account to confirm your registration. See the picture below

Account Confirmation Required


Thank you for registering for a WECAN account!
A confirmation Email has been sent to ' _____@gmail.com.'
Please check your Email and click the button to confirm your account.
Don't see the confirmation Email? Check your spam filter or junk mail for an email from help@wecan-help.education.wisc.edu.

WHAT NEXT?

- 1** Check your Email

- 2** Click the confirm button

- 3** Log in to WECAN


Below is what the confirmation email looks like

Inbox (441)
Starred
Important
Sent Mail
Drafts
Circles
More ▾

 **help@wecan-help.education.wisc.edu**
to me ▾

Account confirmation required

Thank you for signing up on WECAN!
Please click the button to confirm your email address.

Confirm your WECAN account

Or cut and paste this URL into your browser:
https://wecan.education.wisc.edu/#/Account/Confirm/_o6z1JoBzr_THE-K81ZjrW2

Confirm your WECAN account and Log-in to your new account as an **Applicant**. See the Applicant Dashboard below. Follow the instructions and then click on *Search for Vacancies*.

Applicant Dashboard

Certified Staff

Select certified positions you are seeking.




- Administrator
- Pupil Services
- Substitute Teachers
- Teacher

Save

Support Staff

Get Started Applying!

Begin by updating these 3 items. Then search vacancies and apply!

- 1** Profile Information

- 2** Standard Application

- 3** Question Sets


Search Vacancies

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

To apply for internal Vacancies, enter **McFarland School District** in the Employer area and enter the Vacancy ID. Click on the **Search** button

The screenshot shows the WECAN Search Vacancies page. The search criteria are as follows:

- Position Type(s):** Clerical (checked)
- Employer:** McFarland School District
- ID and District:** 1967
- Position(s) Seeking:** Full Time (checked)
- Vacancy Listing Modified:** All (selected)

The Search button is highlighted in green.

Current Vacancies will appear at the bottom of the page after you have clicked on the Search button. Click on the **Green Apply** button to apply.

The screenshot shows the search results for the query. A single vacancy is listed:

Vacancy ID	Position Title	Position Type	Employer	Appointment Type	Updated	Start Date	Deadline	Apply
1967	Administrative Assistant	Clerical	McFarland School District	Full Time	02/17/2017	03/20/2017	03/03/2017	Apply

The Apply button is highlighted in green.

Click here to Apply