Dear Certified 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. Once you have completed the registration, Click on 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 | 2 | 3 |
|---|---|---|
| Check your Email | Click the confirm button | 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.  Select **Certified Positions** you are seeking and click on **save**.

## 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 | 2 | 3 |
|---|---|---|
| Profile Information | Standard Application | Question Sets |

🔍 Search Vacancies

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

Follow the instructions by updating your *Profile Information*, *Standard Application* and *12 Standard questions.* Next, click on *Search for Vacancies.*

## Applicant Dashboard

### Certified Staff

Get Started Applying!

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

**1** Profile Information

**2** Standard Application

**3** 12 Standard Questions

Q Search Vacancies

Administrator, Pupil Services, Substitute Teachers and Teacher

### 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

Q 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. Current Vacancies will appear at the bottom of the page after you have clicked on the Search button

## Search Vacancies

**Position Type(s)**

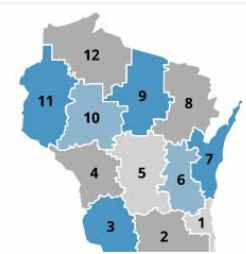☐ Administrator  ☐ Pupil Services
☐ Substitute Teachers  ☑ Teacher

**Position(s) Seeking**

☐ Full Time  ☐ Part Time
☐ Summer

**Vacancy Listing Modified**

◉ All  ○ in last 30 days
○ in last 60 days  ○ in last 90 days

**License(s) Required**

Any ▾

**Employer**

McFarland School District

**ID and District**

**Vacancy ID**

☐ Search only within my district

**CESA(s)**

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

Select a CESA to see employers

Clear All    Search

| Vacancy ID | Position Title | Position Type | Employer | Appointment Type | Updated ▾ | Start Date | Deadline | |
|---|---|---|---|---|---|---|---|---|
| 2015 | **Test Teacher** | Teacher | McFarland School District | Full Time | 02/20/2017 | 02/24/2017 | 02/21/2017 | Apply |

Click on the Green **Apply** button to apply.