

Staff Enrollment Process

The Enrollment Office:

Getting Started

Before a new hire can move through enrollment, a handful of prerequisites have to be in place — an active district email account, completed security training, and a confirmed building assignment. Staff coming from a substitute or temporary role are the most common source of delays here, since their old accounts and uploaded documents don't carry over automatically.

Requirements

- **Active District Email** — Required before any portal account can be created; requests routed through the building secretary.
- **Security Training** — Must be completed within the last twelve months; records transfer from a previous district job is not automatic.
- **Building Assignment** — Staff splitting time across two buildings should list their primary building only.
- **Employee ID Number** — Found on the district ID badge, not the building badge — the two differ for staff hired before 2019.

Required Documents

Three items are needed before an application can be submitted, and having them ready ahead of time avoids restarting the portal session partway through.

Checklist

- **Signed Application Form** — Submitted as a PDF through the portal.
- **Current Certification** — If applicable to the position.
- **Two Professional References** — Submitted directly by the reference through the portal's reference-request tool.

Setting Up Your Account

Account setup is where most avoidable delays happen, largely because a handful of fields behave differently than staff expect — a blank building assignment blocks progress entirely, and a typo in a legal name carries through to a printed ID badge.

The district recommends setting aside fifteen uninterrupted minutes for this step rather than trying to complete it between other tasks.

Key Steps

- **Enter Employee ID Exactly** — Including leading zeros — "0452" and "452" are treated as different values.
- **Select a Building** — If yours isn't listed, choose "Central Office" and have it corrected after activation.
- **Set a Complex Password** — Twelve characters minimum, with a number and a symbol; common substitutions in dictionary words are rejected.
- **Choose Stable Security Questions** — Avoid answers that can change over time, such as a favorite restaurant.

- **Review the Summary Screen** — Changes after submission require a help desk ticket rather than a simple edit.

Submitting Your Application

Applications are reviewed on a rolling basis, but the review cadence and the document requirements both have a few sharp edges worth knowing before you submit.

Things To Know

- **Rolling Review Cycles** — Submissions after the fifteenth of the month may wait for the next monthly batch.
- **Reference Timing** — A reference request that times out after ten days must be resent by the applicant, not the portal.
- **Rejected Documents** — Commonly due to illegible scans; you'll get a specific reason and a corrected deadline by email.

Background Check

Positions requiring a background check add two to three weeks to the overall timeline, handled by a third-party vendor rather than the district directly.

- **Status Display** — Your application will show as "pending external review" during this window, which is normal and not a sign of a problem.

After You Submit

Once all materials are accepted, the application moves to the hiring committee for your building rather than to HR directly.

- **Status Questions** — Direct these to your building's main office, since committee timelines aren't tracked centrally.