



## Department of Human Resources

### Directions for Applying for a Position

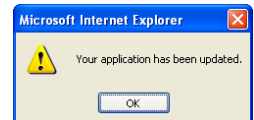
1. **Highlight** the desired **position**.
2. Click **View Details of Highlighted Position/Apply for Position** button.
3. **Review** the position details.
4. Click **Apply for Position**.
5. **Enter** your **email address**. Click **Continue**.
6. If this is your first time to apply you will see the following message: **Verify** your **email** address and click "**Yes**" to continue.

View Details of  
Highlighted  
Position/Apply for  
Position

**Applicant Sign On**

The e-mail address [redacted] was not found on file.  
Do you want to create a login using this e-mail address?

7. **Complete** the new **User Profile** screen. *Any items listed in red with an \* are required fields.* Once this screen is complete, **click submit**. The system will generate a message prompt and email the username and password information to the email provided. **Click continue**.
9. **Click Continue** and **complete** the seven **steps** to the application process. Click **Save and Continue** on each screen to progress to the next.
15. **Add Attachments** in Step 7 (if appropriate). Click **Save and Continue**.
16. Enter **Comments** to include with your Resume/Application submission (optional). Click **Save and Continue**.
17. A message prompt will appear indicating your application has been successfully submitted. An e-mail message will also be sent requesting background information. Please complete and email to [humanresources@manorisd.net](mailto:humanresources@manorisd.net)



**Please Note:** You have the ability to save application information entered and return at a later time to complete the application process. You also have the ability to View Open Positions you have previously applied for by clicking the "Open Positions for Which You Have Previously Applied" button.