

Directions for creating a profile on Skyward FastTrack

1. Click the Apply Now link on the Human Resources - Job Postings page:

Apply Online using Skyward FastTrack (New job postings will be listed):



[Click here to Apply Now!](#)

2. Click on the link under Search Current Job Openings - “Click to view current job openings”:

Armstrong School District

 <p>Search Current Job Openings</p> <p>Click to view current job openings</p>	 <p>Existing Applicants Please Log In</p> <p>To access your previous applications, log in with your username and password.</p> <p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p> <p>Forgot your username/password?</p>
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3. Click “Search For Posted Positions” button in upper-right corner:

Search By: **Job Category** ▼

To filter the available posted positions, choose from the categories below and click 'Search For Posted Positions'. To view ALL posted positions, do not select any filter categories.

Category (Select All) (Select None)

- SUPPORT
- [Undefined Category]

Position (Select All) (Select None)

- Classified
- Custodian
- SUMMER CUSTODIAL WORKERS

Assignment (Select All) (Select None)

- Custodian
- Hardware Technician
- SUMMER CUSTODIAL WORKERS

Location (Select All) (Select None)

- [Undefined Location]

[Reset Filters](#) [Log In To Profile](#) [Search For Posted Positions](#)

To filter the available posted positions, choose from the categories below and click 'Search For Posted Positions'. To view ALL posted positions, do not select any filter categories.

4. Highlight the position that you would like to create an application, then click “Apply for Selected Position(s)” button on the right:

All Posted Positions			
Apply ▲	Category	Position Description	Assignment Description
<input checked="" type="checkbox"/>		SUMMER CUSTODIAL WORKERS	SUMMER CUSTODIAL WORKERS
<input type="checkbox"/>	SUPPORT	Classified	Hardware Technician
<input type="checkbox"/>	SUPPORT	Custodian	Custodian

[Back](#)
[View Details of Highlighted Position](#)
[Apply for Selected Position\(s\)](#)
[Log In](#)

5. Click the checkbox “I Would Like to Create a New Profile”, enter the information and click “Create Profile”

The image shows a web form with two main sections. The top section is titled "Existing Users Please Log In" and contains fields for "Username:" and "Password:", a "Log In" button, and a link "Forgot your username/password?". The bottom section is titled "New Users Please Create a Profile" and features a checked checkbox "I Would Like To Create a New Profile". Below this are several required fields: "Your Email Address:", "* Your First Name:", "* Your Last Name:", "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". A link "Why do we collect this information?" is positioned below the SSN fields. At the bottom of the form, the "Create Profile" button is circled in red, and a "Back" button is located below it.

Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

[Why do we collect this information?](#)