

1 CREATE OR ACCESS YOUR PROFILE

From the job alert page, choose the "Create/Access My Profile Link."

SIGN UP FOR JOB ALERTS TODAY!

Are you interested in a job for which we are not currently recruiting? You can sign up to be notified when we are accepting applications for the job. Follow these steps to set up your alerts today!

1. CREATE/ACCESS YOUR PROFILE Create or access your profile in our application management system to sign up for job alerts. Sign up/sign in, choose the Employment Opportunities Tab, and choose Job Alerts. Create/Access My Profile	2. CREATE YOUR JOB ALERT Create your job alerts by identifying your target career field and then choosing your target job. How to Create Job Alerts	3. APPROVED SENDER Be sure to include correspondence from glausd.net as an approved sender so that messages aren't accidentally placed into your junk/spam e-mail folder.
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[View our Job Descriptions](#)

Job Alerts remain active for one year. Please note that we are not able to guarantee your receipt of the e-mail notification sent. Therefore, we encourage you to visit our job opportunities website often to check the status of the job(s) in which you are interested.

2 ARE YOU AN LAUSD EMPLOYEE?

If you are an active LAUSD employee and have an employee number, you should log into the system using the **LAUSD Employee Link**. All LAUSD employees have a profile set up, so once you log-in, you can set up your job alert directly.

ACTIVE LAUSD EMPLOYEES
LAUSD employees have an employee number and currently work for LAUSD. LAUSD employees can be full-time or part-time; regularly assigned or assigned on a temporary or substitute basis. All LAUSD employees automatically have a candidate profile. Use the link below to access your profile - your password will be your single sign.

[Access My Profile to Create a Job Alert](#)

PROSPECTIVE CANDIDATE
Candidates who do not have an employee number or candidates who used to work for LAUSD but do not work with us any longer, should use the link below to access our application management system. If you have already used our system and have a username and password, you can access the system directly. If you have not used our system and do not have a username and password, you will need to register in the system. Be sure to choose "register" on the log-in screen.

[Create/Access My Profile to Create a Job Alert](#)

3 ARE YOU AN "EXTERNAL CANDIDATE" ?

If you are not a current LAUSD employee, you will need to log in as an "external candidate". Use the **"Prospective Employee" link to gain access to the system.**

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4 REGISTER IN THE SYSTEM

If you are an "External Candidate" and you have not used our application management system, you will need to register in the system. Choose the **"Register" link on the log-in screen in order to register.**

Logon

[Register here](#)

Username *

Password *

Accessibility

[Log On](#)

[Change Password](#) [Password Forgotten](#)

5 CHOOSE THE EMPLOYMENT OPPORTUNITIES TAB

Candidate Profile **Employment Opportunities** Schedule Your Test

Job Search Apply for Current Job Opportunities Favorites My Applications Job Alerts

Create Job Alerts

Job Class Family: Accounting

Job Class: ACCOUNTANT

[Add](#) [Cancel](#)

6 CREATE A JOB ALERT

On the Job Alert Page, choose "Add"; then choose the job family and then the specific job for which you wish to create the job alert (e.g. Accounting—Accountant).

Candidate Profile **Employment Opportunities** Schedule

Job Search Apply for Current Job Opportunities Favorites My App

Create Job Alerts

Job Class Family: Accounting

Job Class: ACCOUNTANT

[Add](#) [Cancel](#)