

## WNYRIC Applicant Tracking – Create New Application!

Open a new web browser and type application url: <http://www.wnyric.org/application>

Save the url to **My Favorites**

Click the Green **Applicant Login** button

The screenshot shows the WNYRIC Applicant Tracking website. At the top, there is a navigation bar with the Erie BOCES logo on the left, a search bar, and buttons for 'Admin Log In' and 'Employee Access'. Below the logo is a 'Select Language' dropdown menu. The main navigation bar includes links for 'Students of All Ages', 'Training & Workshops', 'Our Services', 'About Us', and 'WNYRIC'. A secondary navigation bar contains 'Services', 'Staff Development', 'Data Readiness', and 'Service Desk'. The main content area is titled 'Applicant Tracking' and features six colored buttons: 'Applicant Login' (green), 'Employer Login' (orange), 'Service Directory' (purple), 'Create Application' (blue), 'View Certified Jobs' (yellow), and 'View Classified Jobs' (red). Below these buttons is a section titled 'The WNY School Application System' with a quote: "Schools work together in the best interests of children." The text describes the system as a consortium of schools offering an on-line application process. It also mentions that applicants receive confirmation via email and that districts can use query tools to access their data. A list of school districts is mentioned but not visible in the screenshot. At the bottom, there are two sections: 'Did You Know?' and 'Helpful Hint of the Month'. On the left side of the page, there is a sidebar with the WNYRIC logo, a list of links (About WNYRIC, Contact Information, Advisory Groups, Forms Library, WNYRIC School Districts), a 'Locations' section with an image of the main office and address (355 Harlem Road, West Seneca, NY 14224), and a Facebook icon.

Click the blue button to **CREATE ACCOUNT**

## WNY Schools Standard Application

### Step 1

#### Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

### Step 2

#### Complete your Application

You may exit the program at any time and return to complete it at your convenience.

### Step 3

#### Apply for Open Positions

Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and select the jobs for which you would like to apply.

### User Login

Username

Password

[LOGIN](#)

- OR -

[CREATE ACCOUNT](#)

[having trouble logging in?](#)

### Available Jobs

[click to view current openings](#)

[view open certified positions](#)

[view open classified positions](#)



## Add Applicant page displayed

### Add Applicant

#### Disclaimer

By submitting this form, I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize selected district members to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with this application.

In the event of employment, I understand that false or misleading information given in this application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the School District.

\*\*\* Please write down your username and password for future reference. Access will NOT be granted to the system without a correct username and password. Also note that the password is case sensitive.

\* First Name

Middle Initial

\* Last Name

Social Security Number (preferred, no dashes) [\(Help\)](#)

\* Email Address [\(Help\)](#)

Applicant Type	Descriptions
Certified	These include teachers, administrators and other positions requiring certification through NYS SED.
Classified	These include non-certified school support services such as technical positions, program coordinators, nurses, aides, bus drivers, maintenance personnel, and other related positions.

\* Applicant Type  Certified  Classified

\* Username [\(Help\)](#)

\* Password

*Passwords are case sensitive*

[\(Help\)](#) Password Strength

\* Confirm Password

*Passwords are case sensitive*

You must click the "Save and Next" button in order for your changes to be saved.

[CANCEL](#)

[UNDO](#)

[SAVE AND NEXT](#)

Add Applicant Page - Records with a **Red (\*)** are required and must be completed!

Be sure to select application type: **Certified** or **Classified**

You can login again later and Go To: **General Information Page** to checkmark both **Certified** and **Classified** to have a **Blended** application. A Blended application will allow you to apply to both **Certified** and **Classified** job postings!

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## Add Applicant

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\* Username [\(Help\)](#)  ←

Passwords are case sensitive

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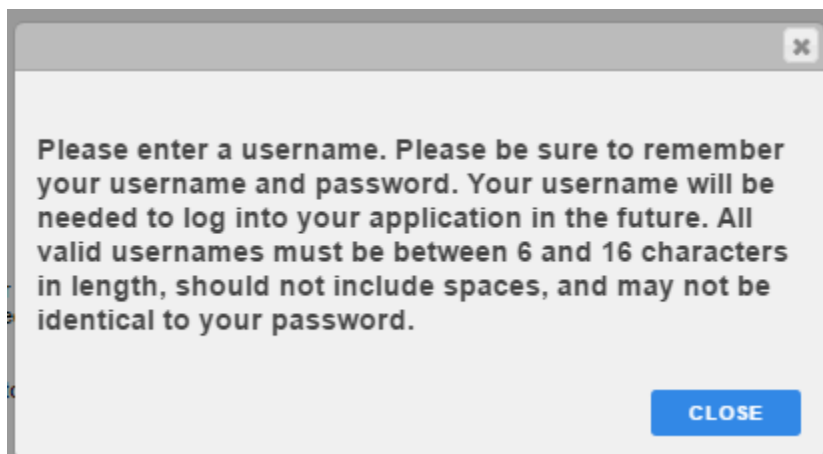
You must click the "Save and Next" button in order for your changes to be saved.

←

Click the [\(Help\)](#) links to learn more

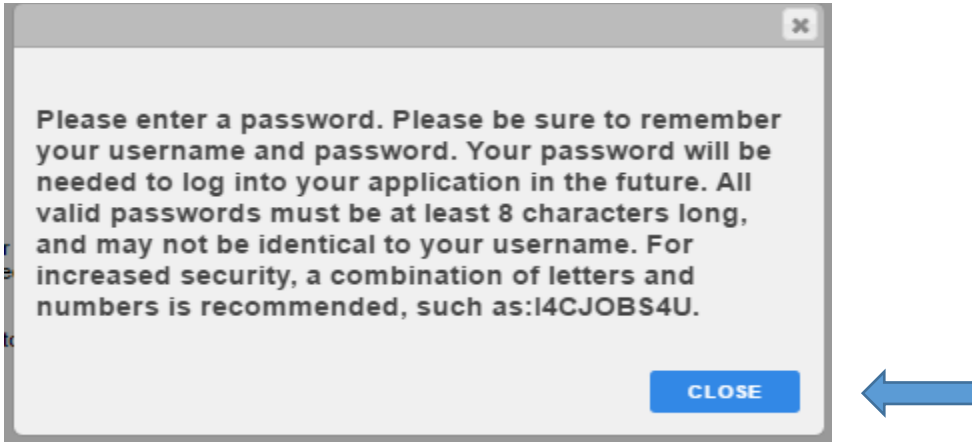
Username [\(Help\)](#)

Click the [CLOSE](#) button to **CLOSE** the message prompt!



Password ([Help](#))

Click the [CLOSE](#) button to **CLOSE** the message prompt!



Upon completion of the **Add Applicant** page be sure to click the **SAVE AND NEXT** button

Use the **CANCEL** button to **CANCEL** and the **UNDO** button to **UNDO**

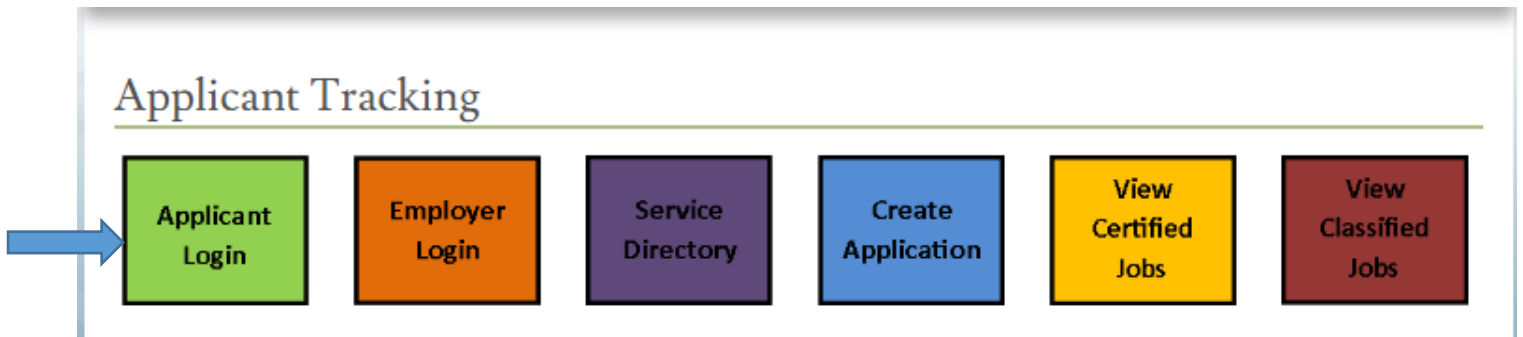
You must click the "Save and Next" button in order for your changes to be saved.



You are now ready to login to your new WNYRIC Applicant Tracking on-line application

**url: <http://www.wnyric.org/application>**

Click the Green **Applicant Login** button



Enter your **Username** and **Password** and click the **LOGIN** button

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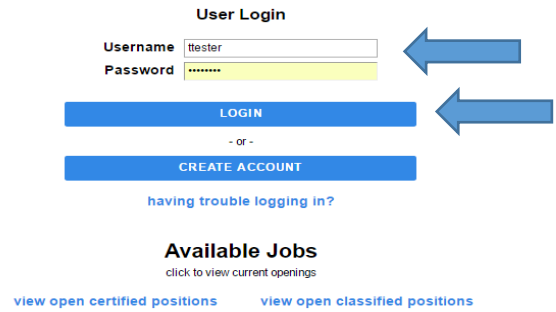
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[CREATE ACCOUNT](#)

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**Available Jobs**  
click to view current openings

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For further assistance please contact our WNYRIC Service Desk:

Western New York Regional Information Center

Erie 1 BOCES

Service Desk

716.821.7171

800.872.0780

e-mail: [servicedesk@e1b.org](mailto:servicedesk@e1b.org)