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## **General information about using WECAN**

- There is one login page for all WECAN users: <https://wecan.waspa.org/>
- Add WECAN to your bookmarked pages for easy future reference.
- Add [wecan.help@uwlax.edu](mailto:wecan.help@uwlax.edu) to your email contact list within your email account.
- It is recommended that you use a computer; not all phone and tablet apps fully support WECAN pages.
- Use your internet browser tools to turn on your browser's spell check feature.

## Log in to Your Existing WECAN Applicant Account

If you have an existing WECAN account, enter the email address with which your account was established and your password and then select the green **“Sign In With Email”** button.

A screenshot of the WECAN website's login page. The page title is "Welcome to the Wisconsin Education Career Access Network" and the subtitle is "The employment application for K-12 Wisconsin schools." On the left, there is a "Find Jobs" section with a search bar and a list of job categories. On the right, the "Applicant & Employer Log In" form is highlighted with a red rectangular box. This form includes fields for "Email\*" and "Password\*", a checkbox for "Is this a personal device and trusted browser?", a green "Sign In With Email" button, and a blue "Create an Applicant Account" button. Below the buttons, there is a link for "Forgot Password and Account Recovery" and a note for employers to contact their HR administrator.

If you are unable to log in to your account, select the **“Forgot Password and Account Recovery”** button.

A close-up screenshot of the "Applicant & Employer Log In" form. The form contains fields for "Email\*" and "Password\*", a checked checkbox for "Is this a personal device and trusted browser?", a green "Sign In With Email" button, and a blue "Create an Applicant Account" button. The link "Forgot Password and Account Recovery" is circled in red. Below the link, there is a note for employers: "Employers: contact your HR administrator for an account."

Use one of the two options shown below.

You can request a password reset link by entering your email address and selecting **“Email me a password reset link”**. If you have an existing account with that email address, a password reset link will be sent. Then, check your email and follow the instructions that are emailed to you to reset your password. Be sure to check your SPAM and JUNK folders for the password reset email which is sent to you.

The **“Account Recovery”** option will only work if your account was created on or after 11/1/2021. If your account was created before this date, you do not have the option to recover your account yet (once logged into your account, you can add this security feature).

**Did you forget your password?**

If you have forgotten your password and have access to the email account that you used to sign-up for WECAN with, please enter that email address below and click the "Email me a password reset link!" button. You will then be emailed a password reset email that will take you through the steps to change your password. If you do not receive that email, please make sure to check your spam folder. The Password Reset Link expires 24 hours after being sent. If you do not open the link within 24 hours of it being sent, you will need to request a new Password Reset link from the WECAN log in page.

Email\*

**Account Recovery**

Did you lose access to the email account you used for WECAN sign up?

If you have forgotten your password and you no longer have access to email account that you used to sign up to WECAN with, please use our account recovery feature below. This feature will allow you to use your backup email address or your account recovery question/answers to gain access to your account.

You can navigate to the account recovery feature with the button below.

If you created your WECAN applicant account on 11/1/2021 or after this date, and you select **“Account Recovery”**, you will see the following screen with options to assist you in recovering your account. If you only see the option to Recover Account via Security Questions, then you did not set up the optional **“Recover Account via Email.”**

Enter your recovery email address or answer the security questions and then follow the instructions that are emailed to you to access your account. Be sure to check your SPAM and JUNK folders for the password reset email which is sent to you.

**Account Recovery Options**

**Recover Account via Email**

Please enter your email address below that matches the one you provided as your account recovery email: l\*\*\*\*\*@\*\*\*\*\*.edu

**Recover Account via Security Questions**

In what city or town did your parents meet?

For further assistance, send an email to: [wecan.help@uwlax.edu](mailto:wecan.help@uwlax.edu)

# Create a WECAN Applicant account

If you do not have an existing WECAN applicant account and you wish to create one to search and apply for vacancies posted in WECAN by individual school systems, select **Create an Applicant Account**. There are 5 required steps involved in creating your WECAN applicant account.

Complete the four registration steps by entering data in all required fields (noted by “red stars.”) **Use a valid personal email address to create your account.** The personal email address that you enter will become part of your login information and must be a valid email address so that you can receive the confirmation email and confirm your account as part of establishing your WECAN applicant account. **Please note: if you have a Wisconsin school district email address, you can enter your work email address after creating your applicant account using a personal email address, allowing you to view internal vacancies.**

**Applicant & Employer Log In**

Email\*

Password\*

Is this a personal device and trusted browser?

**Sign In With Email**

**Create an Applicant Account**

[Forgot Password and Account Recovery](#)

**Employers.** contact your HR administrator for an account.

## Step 1: Create your login information

Notes:

- Use a valid person email address
- Create a password
- Provide personal information

**Register Step 1**

WECAN registration step 1 of 4  
Login Information

Personal Email\*

Confirm Email\*

Password\*

Confirm password

Personal Information

First Name\*

Middle Initial

Last Name\*

Phone\*

Alternate Phone

**Continue**

## Step 2: Identify yourself, your interests, and special skills

- Full address
- Personal information
  - Languages spoken
  - CESA areas in which you consider working

Note: this step creates search filters that help WECAN provide vacancy openings that most align with your interests and skills.

### Register Step 2

WECAN registration step 2 of 4

#### Address

Address\*

Address 2

City\*

State\*

WI

Postal Code\*

Country\*

United States

#### Personal Information

Multilingual Skills (Selected: None)

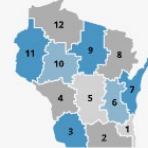
Select All

- Afrikaans
- Albanian
- Ancient Greek
- Arabic
- Assyrian
- Bengali

Do you currently work for a Wisconsin school system?

#### CESA(s) of Interest

Click a CESA to see employers



CESA(s) of Interest (Selected: None)

Select All

- CESA 1
- CESA 2
- CESA 3
- CESA 4
- CESA 5
- CESA 6

### Step 3: Select the position types you are interested in

You may choose positions from:

- Certified vacancies
- Support staff vacancies
- Both

The more position types and specific positions you select the more vacancies WECAN will show you.

Note: this step creates search filters that help WECAN provide vacancy openings that most align with your interests and skills.

The screenshot shows the 'Register Step 3' interface for WECAN registration. The title is 'Register Step 3' and the subtitle is 'WECAN registration step 3 of 4'. The main heading is 'Position Type(s)'. Below this, there is a note: 'You must select at least one position type from either list. This will affect which position types you see when searching for jobs on WECAN. You can change your selections at any time after the registration process.' There are two columns of checkboxes. The left column is titled 'Certified Position(s) Seeking (Selected: None)' and includes: 'Select All', 'Filter List', 'Administrator', 'Teacher', 'Student and Pupil Services', 'Substitute Teachers', 'Nurse', and 'Teacher Leader'. The right column is titled 'Support Position(s) Seeking (Selected: None)' and includes: 'Select All', 'Filter List', 'Assistant/Aide', 'Clerical', 'Computer Support', 'Custodial/Maintenance', 'Food Service', and 'Community Recreation'. A green 'Continue' button is located at the bottom right of the form.

### Step 4: Account Recovery

Account recovery settings will help you gain access to your account when you no longer have access to the email address used to create your WECAN account.

The screenshot shows the 'Register Step 4' interface for WECAN registration. The title is 'Register Step 4' and the subtitle is 'WECAN registration step 4 of 4'. The main heading is 'Account Recovery Options'. Below this, there are three sections for security questions. Each section has a 'Question\*' dropdown menu with '--Select Question--' and an 'Answer\*' text input field. The sections are labeled 'Security Question 1', 'Security Question 2', and 'Security Question 3'. At the bottom, there is a 'Recovery Email Address (Optional)' text input field. A green 'Continue' button is located at the bottom right of the form.

## Confirm Your Account

After you complete Step 4 of the registration process, confirm your WECAN account by clicking the link sent to you in the WECAN confirmation email. **You must confirm your account before you will be able to log in and use WECAN. The link is valid for 24 hours.**

**Confirm Email**

When you're setting up your account with your own email, you should get a verification email. Click the link in the email to finish creating your account. If you have problems with the verification link or email, follow the steps below.

**Didn't get verification email**

If you didn't get an email verifying your account after you set it up, follow the steps below:

1. Check your spam or bulk mail folder.
2. If the email isn't there, add wams-support@lists.wisc.edu to your address book.
3. Request a new verification email by clicking [here](#).
4. Check your spam or bulk mail folder.

**Verification link doesn't work**

If you click the link and it doesn't work:

1. Copy the entire URL.
2. Paste the URL into your browser's address bar.
3. Press Enter.

If the link expired, request a new link [here](#).

## Logging Into Your Confirmed Account

1. Go to the WECAN home page (<https://wecan.waspa.org/>).
2. Enter the email address with which your account was established and your password
3. Select the green **"Sign In With Email"** button. Once successfully logged in to your account, WECAN opens to your **Applicant Dashboard**.

# Using WECAN / Applicant Dashboard

Review the different blue buttons on the dashboard and select desired action. The next few pages walk you through the different sections.

## Applicant Dashboard

**Standard Question Set Update**  
Starting March 12, 2024, newly created applicants no longer have standard question sets attached, and the "Standard Question Set" button has been removed from the applicant dashboard. You can view the standard question sets here. Certified Standard Question Sets | Support Standard Question Sets

### CERTIFIED STAFF

#### Notice

It looks like you haven't filled out your standard application(s). You can finish your standard application by going to your Standard Application.

[Change My Interested Positions](#)

1 WECAN Terms of Use 

2 Profile Information 

3 Certified Standard Application 

 Upload Documents

 Search Certified Vacancies

 Certified Saved Vacancies

### SUPPORT STAFF

#### Notice

It looks like you haven't filled out your standard application(s). You can finish your standard application by going to your Standard Application.


[Change My Interested Positions](#)

1 WECAN Terms of Use 

2 Profile Information 

3 Support Standard Application 

 Upload Documents

 Search Support Vacancies

 Support Saved Vacancies

## My Applications

- Submitted and withdrawn applications cannot be deleted.
- If a vacancy that you applied to required an assessment, you will see an "Assessment Required" link in the grid below. That link will remain until the vendor reports your scores to WECAN. It can take up to 30 minutes for a vendor to report your scores. If you are seeing this link and have already taken your assessment, please wait at least 30 minutes. After that time, please make sure to refresh your browser. If after those actions you are still seeing the link, please contact [wecan.help@wisc.edu](mailto:wecan.help@wisc.edu).

Search:

Employer:

Time span:

[Reset Filters](#)

Displaying 1 - 10 of 14 records.

Vacancy ID	Position Title	Employer	Location	Start Date	Close Date	Status	Status Date	Actions
				5/1/2023	Until Filled	Submitted	9/10/2023	<a href="#">View</a>
				8/7/2023	Until Filled	Vacancy Closed	3/7/2023	<a href="#">View</a> <a href="#">Delete</a>



## 1: Select interested positions and fill out standard application(s)

- All applicant dashboards have two columns – one for certified staff and one for support staff. The image below shows how to identify the types of positions in each category.
- We recommend that you complete the corresponding Standard Application based on the type of position(s) you are seeking (Certified or Support).
- Completed steps will be noted with a **green** “check mark.” Incomplete steps in the application process will be noted with a **red** “X”. Note: if you are not interested in a specific application type (for example Certified or Support), you can ignore the **red** “X”.

The image shows two columns representing the application process for Certified Staff and Support Staff. Each column has a header, a list of interested positions, and a progress bar with three steps.

**CERTIFIED STAFF**

- Teacher, Substitute Teachers  
[Change My Interested Positions](#)
- 1 WECAN Terms of Use ✓
- 2 Profile Information ✓
- 3 Standard Application ✓

**SUPPORT STAFF**

**Notice**  
It looks like you haven't filled out your standard application(s). You can finish your standard application by going to your Standard Application.

- Coach  
[Change My Interested Positions](#)
- 1 WECAN Terms of Use ✓
- 2 Profile Information ✓
- 3 Standard Application ✗

The image shows two side-by-side screenshots of the application interface. The left one is for Certified Staff and the right one is for Support Staff. Both have a 'Positions Seeking (Selected: None)' section with a 'Filter List' and a 'Save' button.

**Certified Staff Positions Seeking**

Positions Seeking (Selected: None)

Select All

- Administrator
- Teacher
- Student and Pupil Services
- Substitute Teachers
- Nurse
- Teacher Leader

**Support Staff Positions Seeking**

Positions Seeking (Selected: None)

Select All

- Assistant/Aide
- Clerical
- Computer Support
- Custodial/Maintenance
- Food Service
- Community Recreation
- Co-Curricula Advisory
- Coach
- Bus Drivers/Transportation
- Other

### Standard Applications:

#### Note:

- The Certified Staff and Support Staff Standard Applications are different, and information does not automatically transfer between the two, but you can use the copy buttons to do so.
- **SAVE** each section of the application as you complete it.
- List all Education and Work Experiences; there is no limit to the number of entries.

## Hints and reminders for Certified Staff Standard Applications:

- Selecting “Yes” at the top of the page allows districts to find your standard application by license and certification areas, years of experience, type of position sought, name, etc., without having applied for a position within the district.

Allow school district to see application without applying

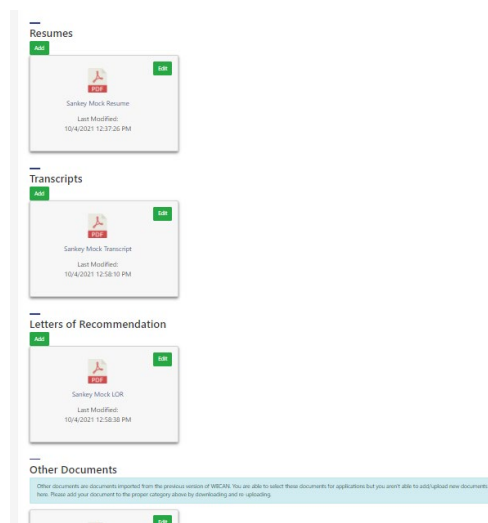
- For each degree listed in the “Education” sections, indicate if the academic program provided Teacher/Administrator/Pupil Services certification.
- **Full-Time Equivalency** or FTE identifies the percent of full-time work status of an employee. Student teaching is typically 40 hours per week so it may be listed as 100 (% FTE). A half-time appointment would be listed as 50 (% FTE).
- Entries under “Education” and “Work Experiences” are automatically sorted by date, with most recent experience listed first.
- If you do not have a license:
  - Select no for the question, “Do you currently have a Wisconsin DPI License?”.
  - Then, select the most appropriate option for the question, “My plan for obtaining licensure is”.

## 2: Upload documents for your application

Click on the blue “Upload Documents” button.



Upload PDF copies of your résumé, letters of recommendations, and transcripts to your WECAN Dashboard by selecting the green “Add” button for each type of document. You may upload a maximum of 12 documents across all categories (Resumes, Transcripts, Letters of Recommendation.) If you've reached the maximum and would like to upload a new one, you'll need to delete an older document. This will not affect any applications you have already submitted.



Note: Click on the green “Edit” button on any document’s tile to edit the file name or move it to a different category.

### 3: Search for vacancies

Use the Search Certified Vacancies and/or Search Support Vacancies button(s) to view vacancies.

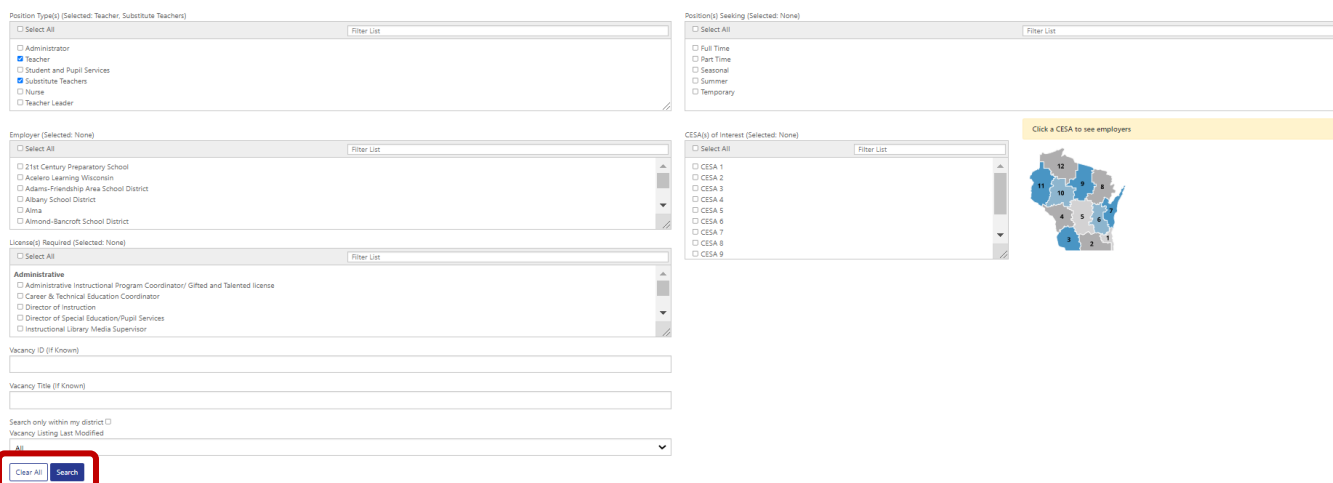


On the Search Vacancies page, select your vacancy criteria and then click the Search button at the bottom of the page. If your results do not yield an expected or known vacancy, use the “Clear All” button and then add desired criteria back into your filters before performing the search again.

#### Note:

- Only vacancies posted with an exact match with your criteria will display. To view the broadest list of vacancies, clear your individual license information before performing the search.
- To apply for internal vacancies, make sure that you have indicated that you currently work for a school district and then enter your work email address in your *Profile* Information.

#### Search Vacancies



The screenshot shows the Search Vacancies form with several filter sections: Position Type(s), Employer, License(s) Required, Position(s) Seeking, and CESA(s) of Interest. A map of Wisconsin is visible next to the CESA filter. At the bottom left, the 'Clear All' and 'Search' buttons are highlighted with red boxes.

Results will appear below the search form. Use the title of the position hyperlink to learn about the position or select “Apply” to begin the application process.

Displaying 1 - 10 of 93 records.

Saved	Vacancy ID	Position Type	Employer	Location	Appointment Type	Updated	Start Date	Close Date (11:59 p.m. Central)	Apply
☆	125160	English Language Learner (ELL)	School District of Monroe	Monroe High School	Full Time	10/18/2021	11/22/2021	Until filled	Apply
☆	125148	6th Grade Teacher	Delavan-Darien School District	Phoenix Middle School	Full Time	10/18/2021	As Soon as Possible	Until filled	Apply
☆	125132	First Grade Teacher	The Lincoln Academy		Full Time	10/18/2021	10/25/2021	Until filled	Apply
☆	125111	Resource Teacher - Blessed Sacrament School, Madison	Diocese of Madison Catholic Schools	Blessed Sacrament School, Madison	Full Time	10/18/2021	As Soon as Possible	Until filled	Apply
☆	124938	Interim English Teacher	Waterford Union High School	Waterford Union High School	Full Time	10/15/2021	As Soon as Possible	11/5/2021	Apply
☆	124941	Special Education/Early Childhood Teacher - Todd Elementary School	School District of Beloit	Todd Elementary School	Full Time	10/14/2021	As Soon as Possible	Until filled	Apply
☆	124292	Head Start Preschool Teacher	CESA 2	Watertown, Hebron, Jefferson	Full Time	10/14/2021	As Soon as Possible	Until filled	Apply
☆	124873	Special Education Teacher	Delavan-Darien School District	Phoenix Middle School	Full Time	10/13/2021	As Soon as Possible	Until filled	Apply
☆	124717	Speech and Language Pathologist	School District of Beloit Turner	Turner High/Middle School	Full Time	10/11/2021	As Soon as Possible	Until filled	Apply
☆	124716	1.0 FTE Middle School Learning Strategist (6-8 Special Ed Teacher)	East Troy Community School District	East Troy Middle School	Full Time	10/11/2021	As Soon as Possible	Until filled	Apply

Displaying 1 - 10 of 93 records.

1 2 3 - 9 10 Next

10 per page

## 4: Apply for specific vacancy

If you select “Apply”, WECAN guides you through the specific requirements to apply for that vacancy. Once you select “Apply”, that application will then show up as an “In Progress” application on your Applicant Dashboard. An “In Progress” application is not submitted, nor is it viewable by a district. Once an application is shown as “Submitted” on your Applicant Dashboard, it is then submitted and is viewable by a district.

**Any modifications for a specific position MUST be made during the “Apply” process and prior to submission. Once applications are submitted changes CANNOT be made to the submitted application, nor can documents be added or deleted.**

- Review the content of your application.
- Modify answers to question sets, specific to this vacancy. This is the only time you can make changes for a specific vacancy.
- Update your application with information for the specific vacancy.
- **Include the documents that the school district has requested by selecting the boxes next to each of the desired documents. Documents must be selected each time you submit a new application. Documents previously submitted with other applications are not selected by default.**
- To attach documents, click on the green “Edit” button; select the documents that you want included, and then click on “Save”. The documents should then be listed in your application.
- If you have questions about the vacancy, please reach out to the vacancy contact specified in the posting.

### Attached Documents Edit

Resume

Required

Transcripts & Licenses/Certifications

Required

Letters of Recommendation

Required

### Attached Documents Edit

Resume

- Resume ([View](#))

Transcripts & Licenses/Certifications

- Transcripts ([View](#))

Letters of Recommendation

- Letter of Rec. ([View](#))

- Add your cover letter, if required. Content of your cover letter may be copied and pasted or typed directly into the text box. It is strongly recommended that cover letters be customized for the specific position.
- Answer the criminal background questions each time you apply.
- The green “Submit Application for this Vacancy” button will only appear at the bottom of your screen once all required sections have been completed.

Navigate to the appropriate section of your application by clicking on the section in this list.

- ✓ This section is complete
- ✗ This section is incomplete
- ! This section is recommended, but is not required

### Application Checklist

- ✓ General Information
- ✓ Education
- ✓ Licenses
- ✓ Education Work Experience
- ! Teacher Years Experience
- ! Administrator Years Experience
- ✓ Non-Renewed
- ! Non-Education Work Experience
- ✓ References
- ✓ Personal Statement
- ✓ Training
- ✓ Activities
- ✓ Question Sets
- ✓ Cover Letter
- ✓ Documents
- ✓ Criminal Background
- ✓ Authorization

## Authorization, Release, and Certification

Please read the text below then check the box at the bottom of the page to indicate you have done so.

I authorize the Employer to investigate my personal employment history and I authorize any current/former employer, person, firm, corporation or government agency to give the Employer any information regarding my employment history.

If I should be offered a position, I understand that a criminal information records check will be conducted on me. (A criminal record does not constitute an automatic bar to employment. Non-felony convictions are considered only if the circumstances of the conviction substantially relate to the particular job in question.)

In consideration of the Employer's review of this application, I release from all liability and/or legal claims the Employer and every person seeking or providing information, whether it be oral or written, release shall be as valid as the original, and may be relied upon by all persons providing information.

Further, I certify that all information on this application is true, complete and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omissions requested of me, shall constitute grounds for rejection of my application, or if employed, my immediate dismissal.

If employed, I agree to comply with all the rules and regulations of the Employer. I also understand that employment is subject to the satisfactory investigation of the application and a favorable physical including a chest x-ray or tuberculosis screening. I understand any false statements or misrepresentation of facts are grounds for dismissal.

By clicking the checkbox below, I hereby certify that the statements above are true and correct to the best of my knowledge and belief.


I have read the Authorization, Release, and Certification.

## Application Instructions

Located less than 30 minutes north of Milwaukee, Cedarburg is regularly rated as one of the best places to live. The city has access to all that metropolitan Milwaukee offers, including national retailers while also offering its own highly popular seasonal festivals, amazing parks, bike trails and the nearby beautiful Lake Michigan shoreline. German immigrants in the 1800s used the native limestone to build homes & stores, many of which are used today as municipal buildings, bed and breakfasts, museums and art galleries – earning a designation on the National Register of Historic Places. The Cedarburg School District is one of the highest performing districts in the state with outstanding staff and facilities. Parent/community support is stellar. If you are interested in being part of a caring and supportive learning community, Cedarburg is the place for you. Remember to use the cover letter feature included as part of the WECAN application so there is no need to attach a separate cover letter. Applying to vacancies as early as possible during the posting is encouraged to ensure the most comprehensive review of the application/credentials/references. Do not wait to apply until just before the posting closes. Applications submitted well in advance of the closing date are appreciated and viewed favorably.

Submit Application for this Vacancy

WECAN identifies incomplete sections with a red “X” in the checklist. Use the hyperlink(s) to navigate to the appropriate section(s) and complete the missing information. Once all required sections are completed, green “Submit Application for this Vacancy” button will appear. Be sure to carefully review all sections and include all documents desired before final submission. **Once applications are submitted, they are frozen in time. Applications and documents for the submitted position cannot be modified, added, or changed.**

 Wisconsin Education Career Access Network

Applicant Dashboard Account

Navigate to the appropriate section of your application by clicking on the section in this list.

- ✓ This section is complete
- ✗ This section is incomplete
- ! This section is recommended, but is not required

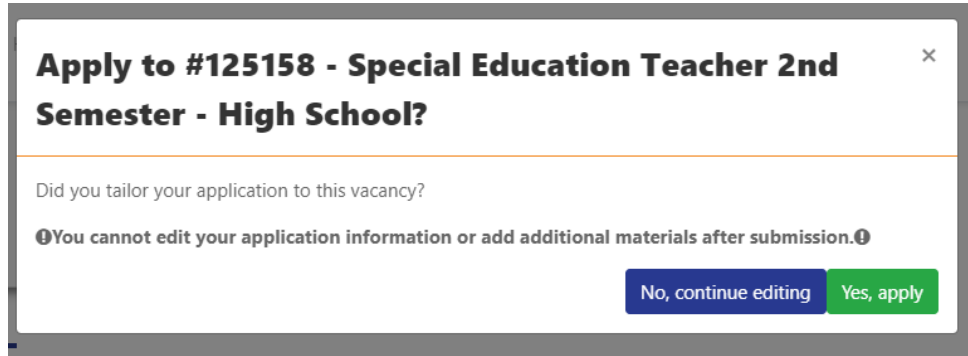
### Application Checklist

- ✓ General Information
- ✓ Education
- ✓ Licenses
- ✓ Education Work Experience
- ! Teacher Years Experience
- ! Administrator Years Experience
- ✓ Non-Renewed
- ! Non-Education Work Experience
- ✓ References
- ✓ Personal Statement
- ✓ Training
- ✓ Activities
- ✗ Cover Letter
- ✗ Documents
- ✗ Criminal Background
- ✓ Authorization

[← Back](#)

When you select the green “Submit Application for this Vacancy” button, you will be asked to confirm that your materials have been reviewed and updated. Verify that you have included all requested documents and you have answered all questions for the position. **Once applications are submitted, they are frozen in time. Applications and documents for the submitted position cannot be modified, added, or changed.** If you withdrew your application, or submitted incorrect information, please reach out to the vacancy contact specified in the posting for further guidance; WECAN is unable to assist or provide guidance as different schools and districts might handle this differently.

Select the green, “Yes, apply” button to submit your application.



## Viewing application status and content

The My Applications section of the dashboard shows your application history. Here you can view an application’s status, continue an In Progress application, or withdraw an application.

- School systems do not see *In Progress* applications. They can only view *Submitted* applications.
- Select the green “View” button to view submitted applications and answers to questions.
- Select the green “Continue” button to continue with an *In Progress* application.
- Select the blue “Withdraw” button if you wish to withdraw an application. (See section about withdrawing further down below.)
- Select the red “Delete” button if you wish to delete an *In Progress* application.

## My Applications

• Submitted and withdrawn applications cannot be deleted.

• If a vacancy that you applied to required an assessment, you will see an “Assessment Required” link in the grid below. That link will remain until the vendor reports your scores to WECAN. It can take up to 30 minutes for a vendor to report your scores. If you are seeing this link and have already taken your assessment, please wait at least 30 minutes. After that time, please make sure to refresh your browser. If after those actions you are still seeing the link, please contact [wecan.help@uwlax.edu](mailto:wecan.help@uwlax.edu)

Search

Employer

Time span

Reset Filters

Displaying 1 - 10 of 15 records.

Vacancy ID	Position Title	Employer	Location	Start Date	Close Date	Status	Status Date	Actions
203466	Summer School Teacher - Board Games	Cedarburg School District	Webster MS	6/17/2024	Until Filled	In Progress	4/10/2024	Continue Delete
168903	TEST VACANCY DO NOT APPLY	WECAN Demo/Testing Account		5/1/2023	Until Filled	Submitted	9/13/2023	View Withdraw
164403	High School ELA teacher	Salam School of Milwaukee	High School	8/7/2023	Until Filled	Vacancy Closed	3/7/2023	View Delete

## Copying information between Standard Applications and *In Progress* applications

Note:

- Standard Applications become the “template” for your future applications.
- When an application for a vacancy is created – when “Apply” is selected for the first time – information from the applicable (Certified Staff or Support Staff) Standard Application automatically transfers over to that vacancy application, which then has an *In Progress* status.
- Updates made to the Standard Application do not automatically copy over to *In Progress* vacancy applications.
- Updates made to *In Progress* vacancy applications do not automatically update the Standard Application.
- If you would like to copy information to or from an *In Progress* application, you will need to use the “Copy data to ‘In Progress’ applications” and/or “Copy data to Standard Application” buttons.
- Using the “Copy data to ‘In Progress’ applications” feature will update **all** *In Progress* applications with the current Standard Application answers. If you have a lot of *In Progress* applications, it might take a few minutes to complete.
- Using the “Copy data to Standard Application” will copy all of your answers back into the Standard Application.

Copy Data To "In-Progress" Apps

Copy data to standard application

## Copying information between the Certified Standard Applications and Support Standard Application

Certified Standard Applications and Support Standard Applications are separate forms and are used for different position types. You can copy information from one standard application to the other using the respective buttons within the standard application.

Copy Data From Certified Standard App

Copy Data From Support Standard App

Copy Data To Certified Standard App

Copy Data To Support Standard App

# Withdrawing applications

If you wish to withdraw your application from a specific position, use the “Withdraw button” found in the My Applications section at the bottom of your Applicant Dashboard. You will only have the option to withdraw your application for a vacancy that is still open. Once a district closes a vacancy, you will no longer have an option to withdraw your application, and therefore you will no longer see the Withdraw button.

## Important notes:

- You **will not be able to** undo the withdrawal of your application and you **will not be able to** resubmit an application for that same vacancy.
- Do not withdraw your application to update submitted information or materials.
- Once applications are submitted, they are frozen in time.
- Applications and documents for the submitted position cannot be modified, added, or changed.

**Withdrawing an application is a two-step process, not a mistake. This action cannot be undone by you, by WECAN Support, or by district staff.** To withdraw:

1. Click the blue Withdraw button
2. Confirm your withdrawal by answering the question in the popup message

## My Applications

- Submitted and withdrawn applications cannot be deleted.
- If a vacancy that you applied to required an assessment, you will see an "Assessment Required" link in the grid below. That link will remain until the vendor reports your scores to WECAN. It can take up to 30 minutes for a vendor to report your scores. If you are seeing this link and have already taken your assessment, please wait at least 30 minutes. After that time, please make sure to refresh your browser. If after those actions you are still seeing the link, please contact [wecan.help@uwlax.edu](mailto:wecan.help@uwlax.edu)

Search

Q Search

Employer

-- All Employers --

Time span

-- All --

Reset Filters

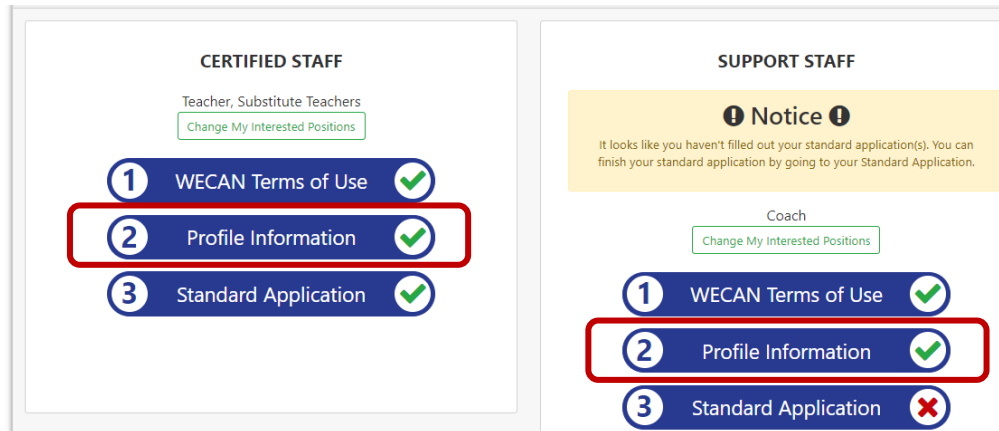
Displaying 1 - 10 of 15 records.

Vacancy ID	Position Title	Employer	Location	Start Date	Close Date	Status	Status Date	Actions
203466	Summer School Teacher - Board Games	Cedarburg School District	Webster MS	6/17/2024	Until Filled	In Progress	4/10/2024	<a href="#">Continue</a> <a href="#">Delete</a>
168903	TEST VACANCY DO NOT APPLY	WECAN Demo/Testing Account		5/1/2023	Until Filled	Submitted	9/13/2023	<a href="#">View</a> <a href="#">Withdraw</a>
164403	High School ELA teacher	Salam School of Milwaukee	High School	8/7/2023	Until Filled	Vacancy Closed	3/7/2023	<a href="#">View</a> <a href="#">Delete</a>



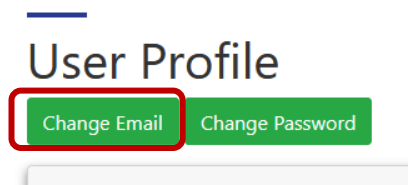
## Updating your profile and/or contact information

To update your preferences, applicant details and/or contact information, to change your email address and/or password, or to change your account recovery settings, log in to WECAN and select “Profile Information” from your Applicant Dashboard.

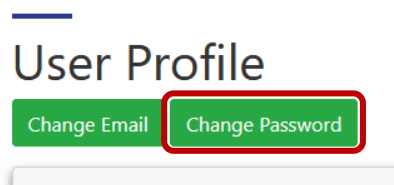


Your name and phone number, applicant details and preferences, and account recovery settings can be updated on the User Profile page.

Click on the green Change Email button if you need to change the email address linked to your WECAN account.



Click on the green Change Password button if you need to change the password of your WECAN account.



## Viewing internal vacancies

The email address linked to your WECAN applicant account will not affect your ability to view internal vacancies (therefore an account linked to your school email address will not allow you to view internal vacancies).

Regardless of which email address linked to your WECAN account (personal email address or school email address): to see internal vacancies, you need to enter your district email in the School System Work Email field on your profile page so that the system recognizes you as an internal applicant.