



School District User Guide: Navigation, User Set Up, and Vacancy Set Up & Candidate Review

**Use your Internet Browser tools to turn on your browser's *Spell Check* feature and to add WECAN to your list of trusted websites and email "allow list".



Welcome to the Wisconsin Education Career Access Network employment application for K-12 Wisconsin schools.

Get started by logging in or creating an account!

WECAN is a nonprofit venture supported by fees from school employers set to cover expenses.

WECAN was created by a collaboration of Wisconsin school employers, teacher training colleges and teachers working through [Wisconsin Association of School Personnel Administrators \(WASPA\)](#). WECAN is managed and maintained by the [School of Education](#) at the [University of Wisconsin-Madison](#).

Log In

As an Applicant
 As an Employer
 As a College User

Email Address

Password

[Forgot your password?](#)

[Create an Account](#) [Log In](#)

1. WECAN Login Page for All Users. Select Log In *As an Employer* and enter login information.



Employer Dashboard

Employer Dashboard Hiring Account Log Off

Account Profile User Management Vacancies Certified Candidate Search Support Candidate Lookup Custom Questions Post-Application Instructions

3 Active Vacancies
You have 1 listing awaiting approval!

0 Vacancies closing this week
4 Certified staff applicants
2 Support staff applicants
5 Applicants awaiting rating or comment

[Help](#) [Terms](#) Active Vacancy Links: [Public Certified](#) [Public Support](#) [Internal Certified](#) [Internal Support](#)

2. Employer Main Menu is now – **EMPLOYER DASHBOARD**



Employer Dashboard

Employer Dashboard Hiring Account Log Off

Account Profile User Management Vacancies Certified Candidate Search Support Candidate Lookup Custom Questions Post-Application Instructions

3 Active Vacancies
You have 1 listing awaiting approval!

0 Vacancies closing this week
4 Certified staff applicants
2 Support staff applicants
5 Applicants awaiting rating or comment

[Help](#) [Terms](#) Active Vacancy Links: [Public Certified](#) [Public Support](#) [Internal Certified](#) [Internal Support](#)

3. To establish Users. Select *User Management*.

User Management

+ Add User

Only District Admins

- manage accounts and permissions
- edit custom question sets
- hide candidates
- see criminal background info

Additional permissions:

Permission	District Admin	District HR User	District User Limited	Search Committee
View and Rate Applicants	x	x	x	x
View All Ratings	x	x	x	
View Test Scores	x	x	x	
Vacancy Management	x	x		
Vacancy Approval	x	x		
Search Candidates	x	x	x	
Add to Interview List	x	x	x	

Name	District Admin	District HR User	District User Limited	Search Committee	Assigned Vacancies
Badger, Bucky	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vacancies
User, Career	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vacancies

Save

4. Select *Add User*.

5. Complete the form and assign the level of access by reviewing the chart.

NOTE: District HR User has the ability to create and approve vacancies.

Selecting specific vacancies using the drop down menus in *Vacancies* gives Search Committee members and District User Limited access to the appropriate vacancies.

Selecting the *Save* button will send the User login information.

User

★ Starred fields are required

First Name ★

Last Name ★

Email ★

Phone ★

Title ★

School

Password ★

Confirm Password ★

Permission ★

Vacancy

Vacancies

Save

6. Access *Vacancies* from *Employer Dashboard* or *Hiring* link.

Vacancy ID	Position Title	Applicants	Active	Active Date	Close Date	Start Date	Close Vacancy	Archive
6	Grade 2 Teacher	0	N	01/18/2017	02/01/2017	01/18/2017	Close	<input type="checkbox"/>
4	Math Teacher k-12	4	Y	01/10/2017	09/17/2017	09/23/2017	Close	<input type="checkbox"/>

7. Use hyperlinks to view *Candidate Pool* and *Add Vacancy* to post new positions.

To navigate between *Support Staff* and *Certified Staff* as well as *active* and *inactive* postings, Use radial buttons.

Vacancy Details

Position Type: Teacher | Title: Grade 2 Teacher | Internal Vacancy:

Active Date: 01/18/2017 | Close Date: 02/01/2017 | Applicants can apply after end date:

Number of Openings: 1 | URL: https://www.mcpsd.k12.wi.us | Cover Letter Required:

Use 12 Standard Questions: | Additional Question Set: Teacher | Resume Required: | Transcript Required: | Letter of Recommendation Required:

Contact Information

Name: Lacy Davis | Title: Personnel Specialist | Email: ldavis@mcpsd.k12.wi.us

Phone: 608-829-9042 | Website: https://www.mcpsd.k12.wi.us

Your vacancy has been saved.

8. Create a *Vacancy*.

Note the drop-down options, the selection boxes, and calendar links for standardized entries.

Custom Question Sets for WCER

Label all questions sets certified or support.

Teacher in use by Certified

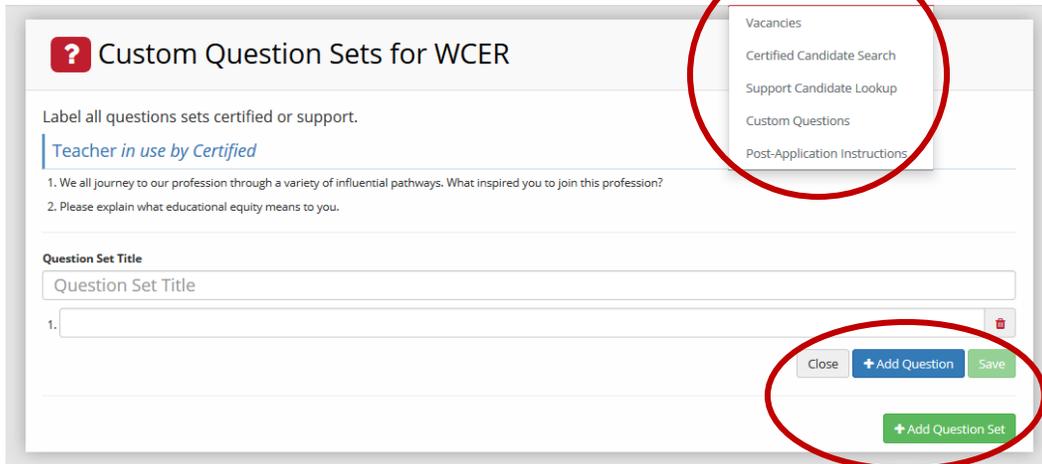
1. We all journey to our profession through a variety of influential pathways. What inspired you to join this profession?
2. Please explain what educational equity means to you.

Question Set Title

1.

Close + Add Question Save

+ Add Question Set



9. Custom questions are *now* an option for both Certified and Support Staff positions.

*****Include the candidate type within the name of the question set.**

Use the appropriate links to *Add Question Set* and to *Add a Question*.

Access to *Custom Questions* and *Post Application Instructions* is found on the *Employer Dashboard* or under the *Hiring* link.

Employer Dashboard

Account Profile User Management Vacancies Certified Candidate Search Support Candidate Lookup Custom Questions Post-Application Instructions

3 Active Vacancies
You have 1 listing awaiting approval

Help Terms Active Vacancies

WECAN

Wisconsin Education Career Access Network

Welcome to the Wisconsin Education Career Access Network employment application for K-12 Wisconsin schools.
Get started by logging in or creating an account!

WECAN is a nonprofit venture supported by fees from school employers set to cover expenses.
WECAN was created by a collaboration of Wisconsin school employers, teacher training colleges and teachers working through Wisconsin Association of School Personnel Administrators (WASPA). WECAN is managed and maintained by the School of Education at the University of Wisconsin-Madison.

Log In

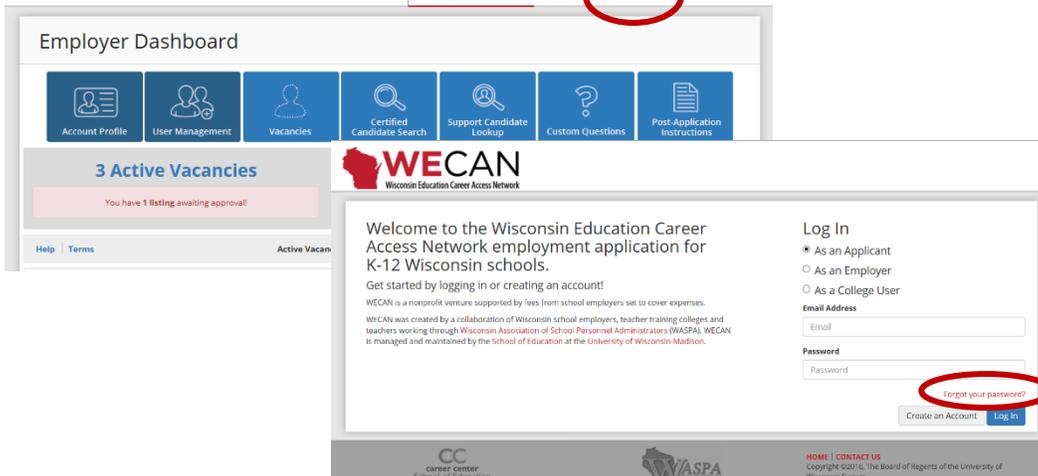
As an Applicant
 As an Employer
 As a College User

Email Address

Password

Forgot your password?

Create an Account Log In



10. Users may change their passwords, using the *Account* link. There is an option on the login page to reset their password to access their accounts.