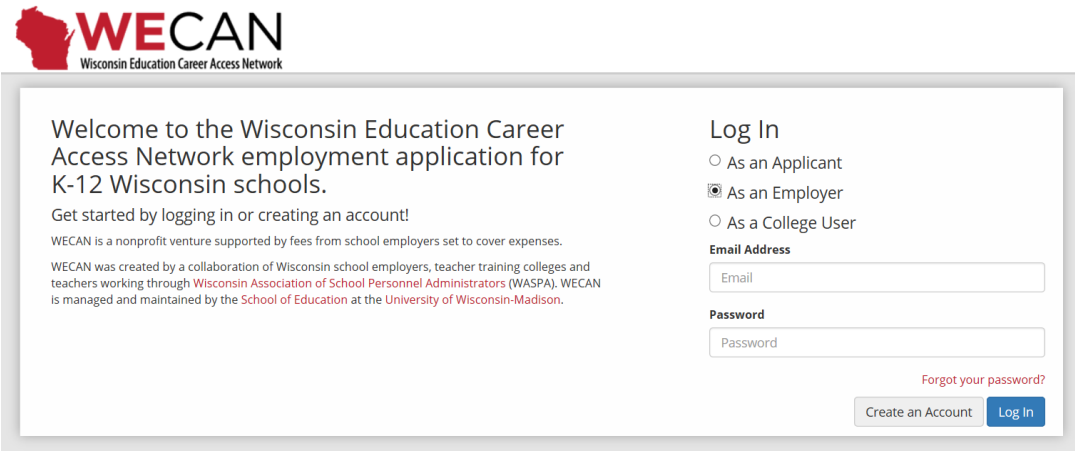
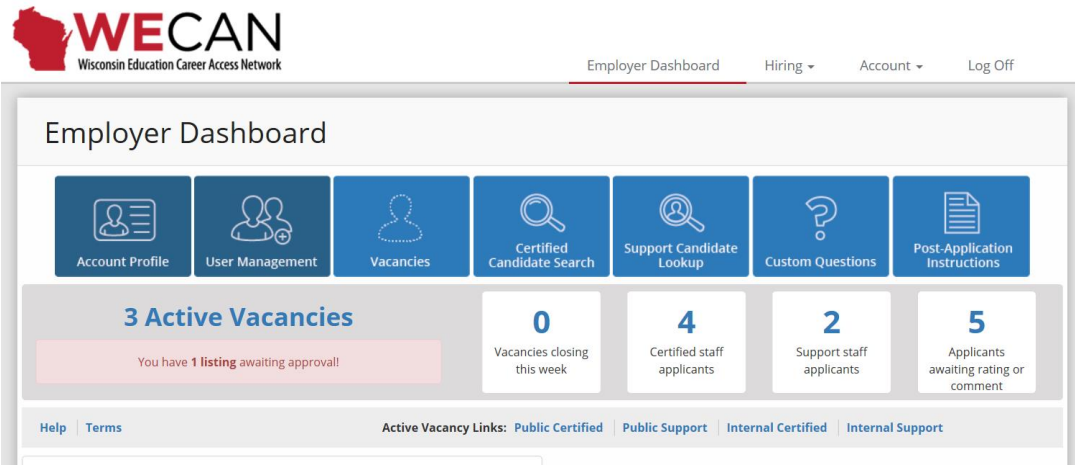
School District User Guide: Navigation, User Set Up, and Vacancy Set Up & Candidate Review

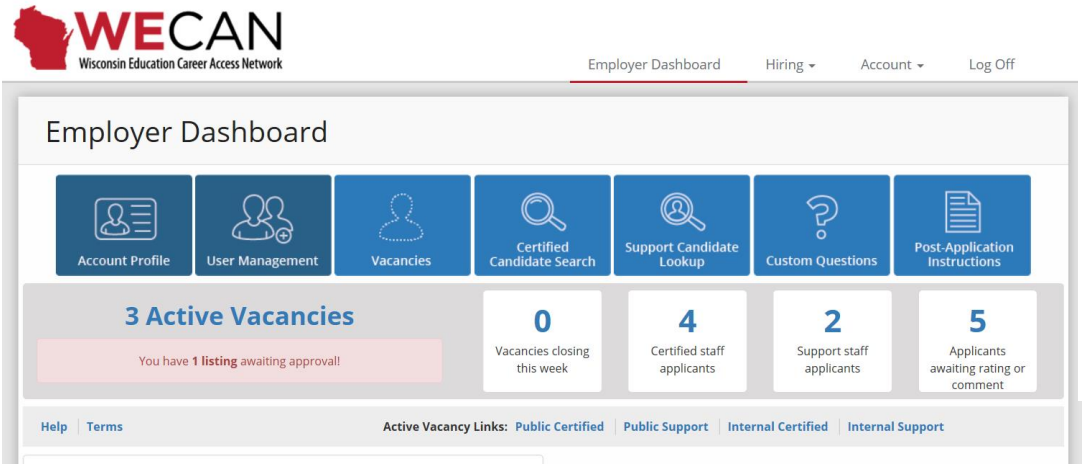
**Use your Internet Browser tools to turn on your browser's *Spell Check* feature and to add WECAN to your list of trusted websites and email "allow list".



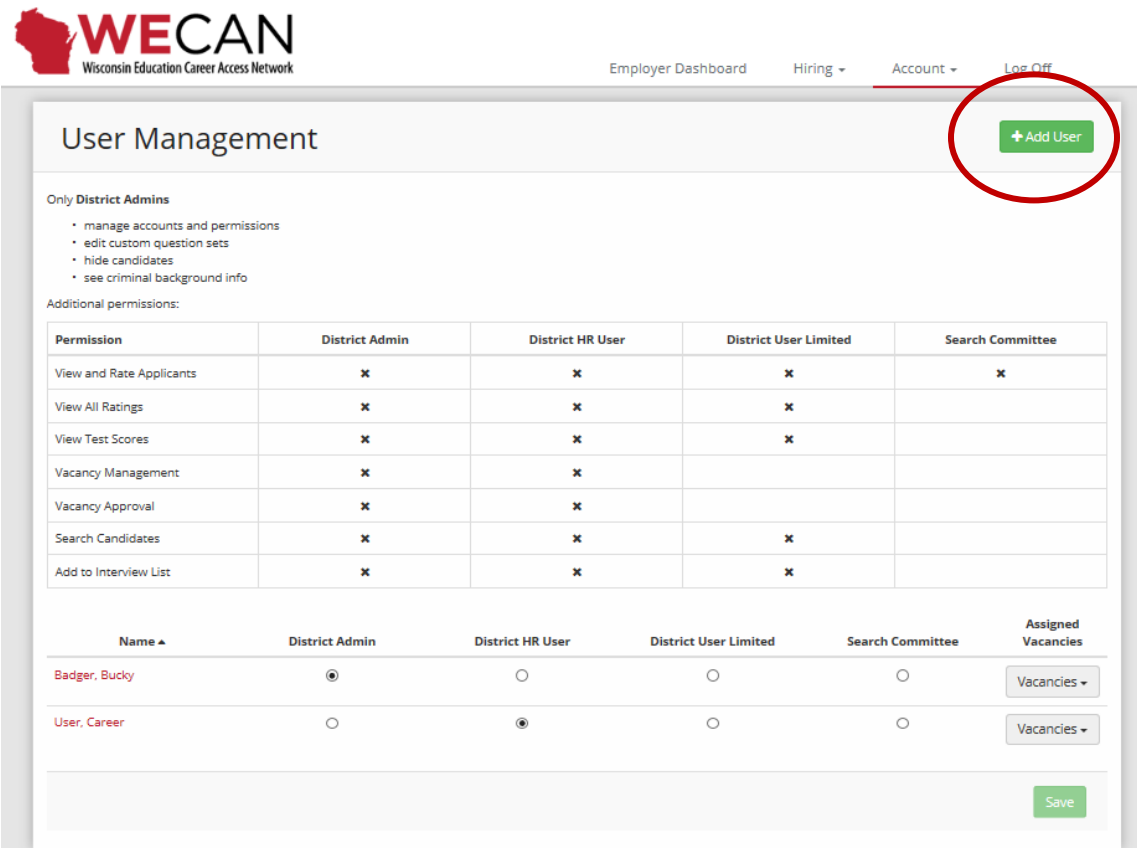
1. WECAN Login Page for All Users. Select Log In *As an Employer* and enter login information.



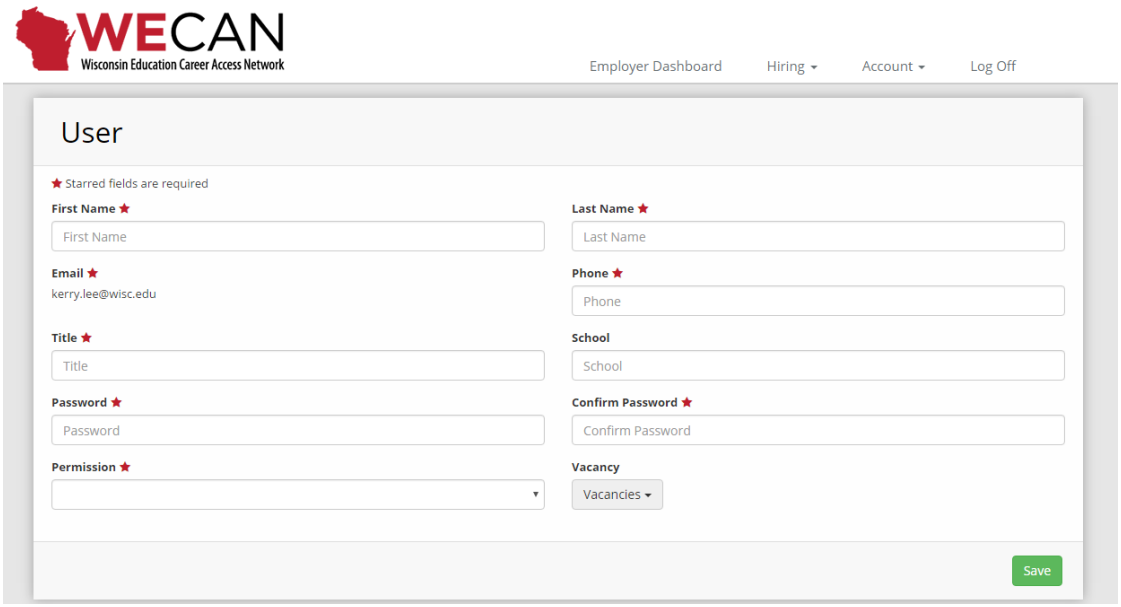
2. Employer Main Menu is now – *EMPLOYER DASHBOARD*



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



4. Select *Add User*.

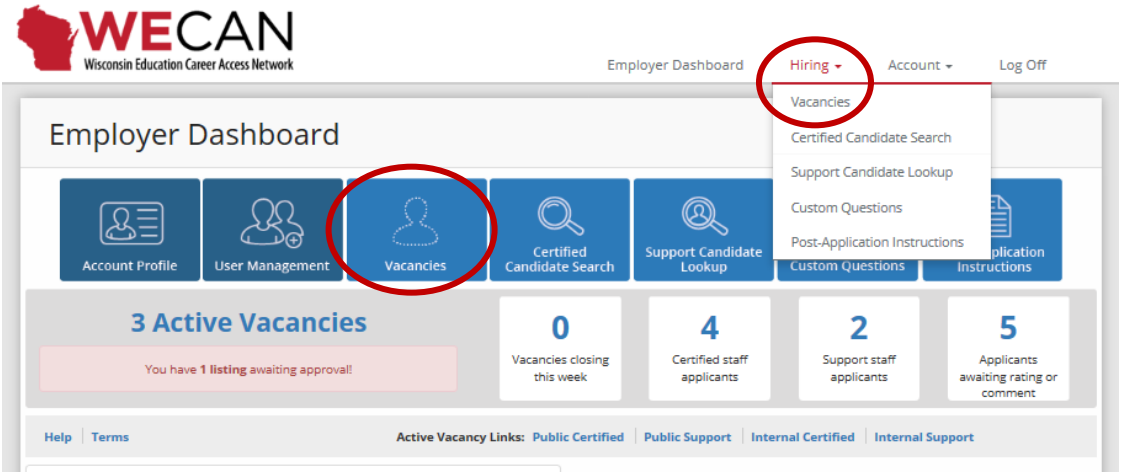


5. Complete the form and assign the level of access by reviewing the chart.

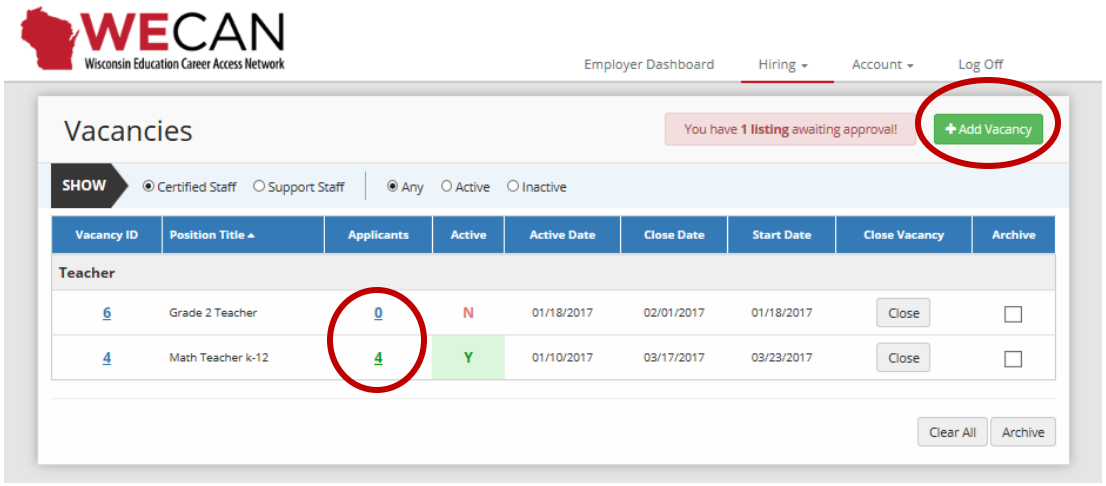
NOTE: District HR User has the ability to create and approve vacancies.

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.

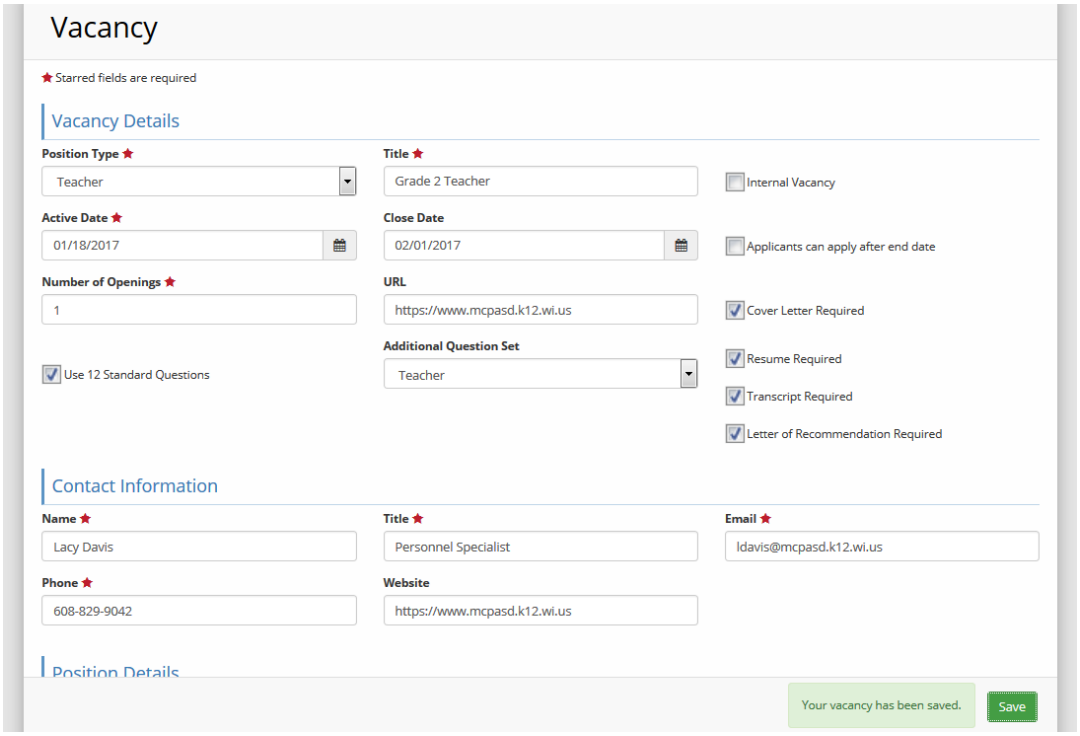


6. Access *Vacancies* from *Employer Dashboard* or *Hiring* link.



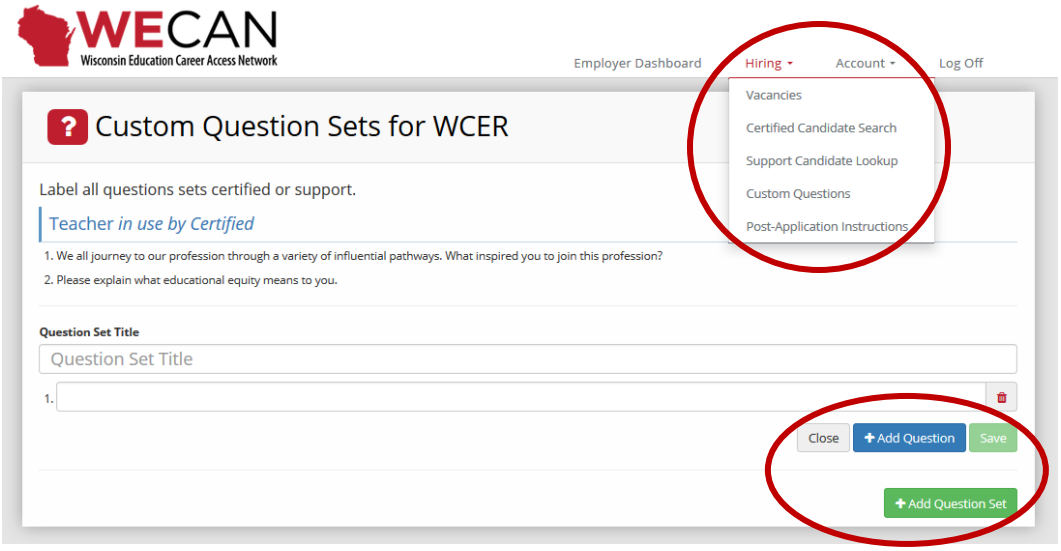
7. Use hyperlinks to view *Candidate Pool and Add Vacancy* to post new positions.

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



8. Create a *Vacancy*.

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

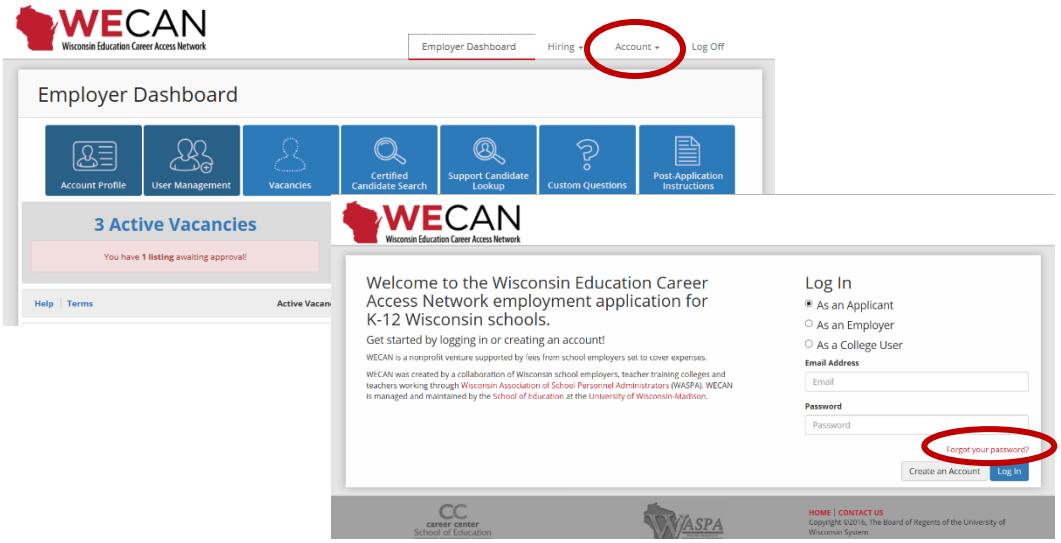


9. Custom questions are *now* an option for both Certified and Support Staff positions.

****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.



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.