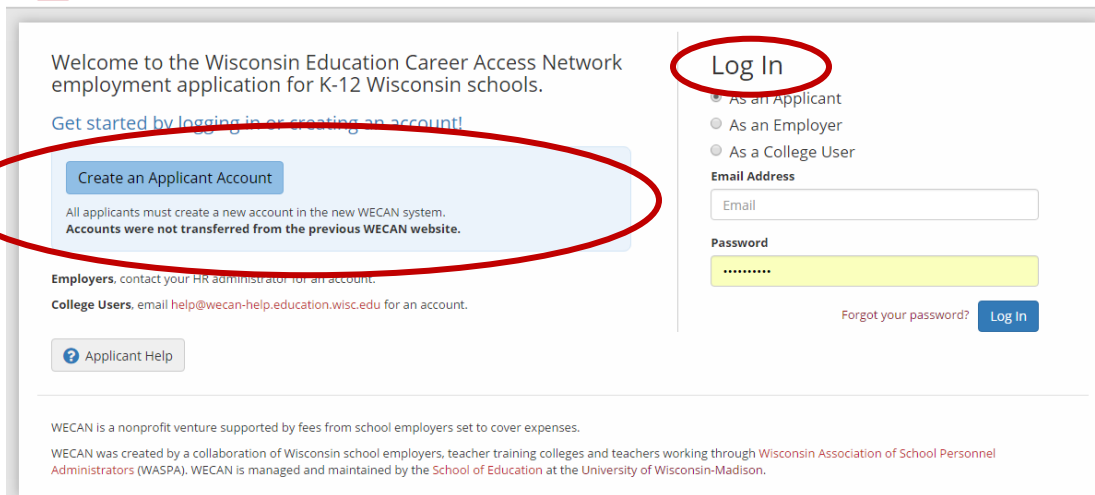


\*\*Use your Internet Browser tools to turn on your browser's *Spell Check* feature.

## CREATE YOUR WECAN APPLICANT ACCOUNT

1. There is one login page for all WECAN users, <https://wecan.education.wisc.edu>. Add WECAN to your list of trusted websites.
2. Add [help@wecan-help.education.wisc.edu](mailto:help@wecan-help.education.wisc.edu) to your email contact list within your email account.
3. Select the *Create an Applicant Account* to begin on the WECAN homepage, <https://wecan.education.wisc.edu>.

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

Get started by logging in or creating an account!

**Create an Applicant Account**

All applicants must create a new account in the new WECAN system. Accounts were not transferred from the previous WECAN website.

Employers, contact your HR administrator for an account.  
College Users, email [help@wecan-help.education.wisc.edu](mailto:help@wecan-help.education.wisc.edu) for an account.

[Applicant Help](#)

**Log In**

As an Applicant  
 As an Employer  
 As a College User

Email Address

Email

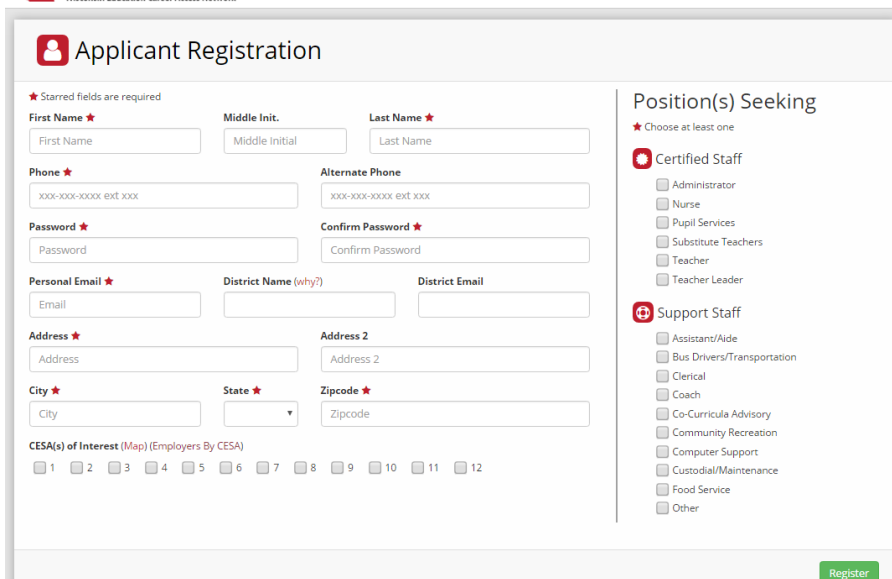
Password

[Forgot your password?](#) [Log In](#)

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.

## APPLICANT REGISTRATION PROFILE

4. Enter your contact information into the *Applicant Registration Profile*. The personal email that you enter in your Profile will also be part of your login information.

**Applicant Registration**

★ Starred fields are required

**First Name ★**  **Middle Init.**  **Last Name ★**   
 First Name Middle Initial Last Name

**Phone ★**  **Alternate Phone**   
 XXX-XXX-XXXX ext. XXXX XXX-XXX-XXXX ext. XXXX

**Password ★**  **Confirm Password ★**   
 Password Confirm Password

**Personal Email ★**  **District Name (why?)**  **District Email**   
 Email

**Address ★**  **Address 2**   
 Address Address 2

**City ★**  **State ★**  **Zipcode ★**   
 City State Zipcode

**CESA(s) of Interest (Map) (Employers By CESA)**  
 1  2  3  4  5  6  7  8  9  10  11  12

**Position(s) Seeking**  
 ★ Choose at least one

**Certified Staff**  
 Administrator  
 Nurse  
 Pupil Services  
 Substitute Teachers  
 Teacher  
 Teacher Leader

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

[Register](#)

## CONFIRM YOUR ACCOUNT

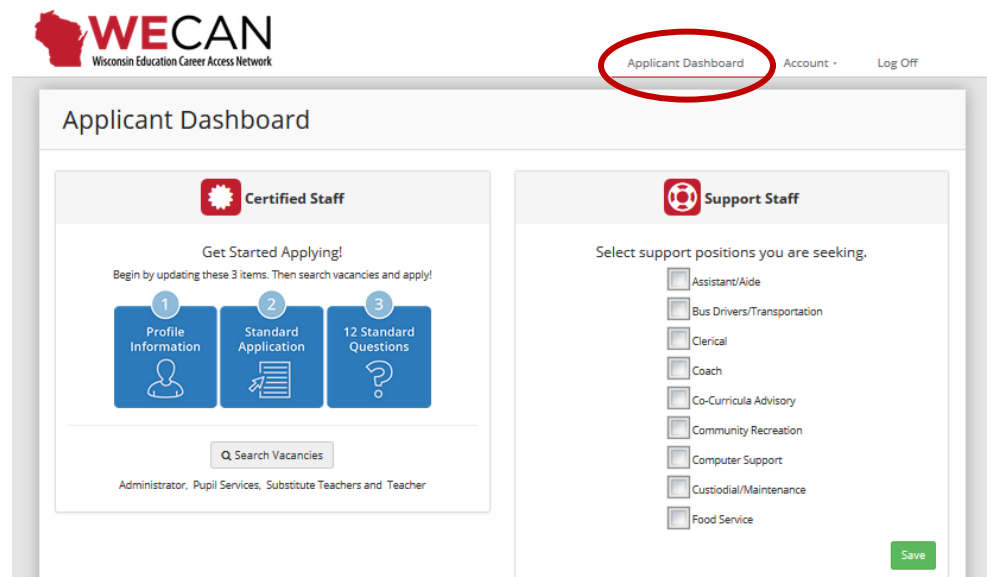
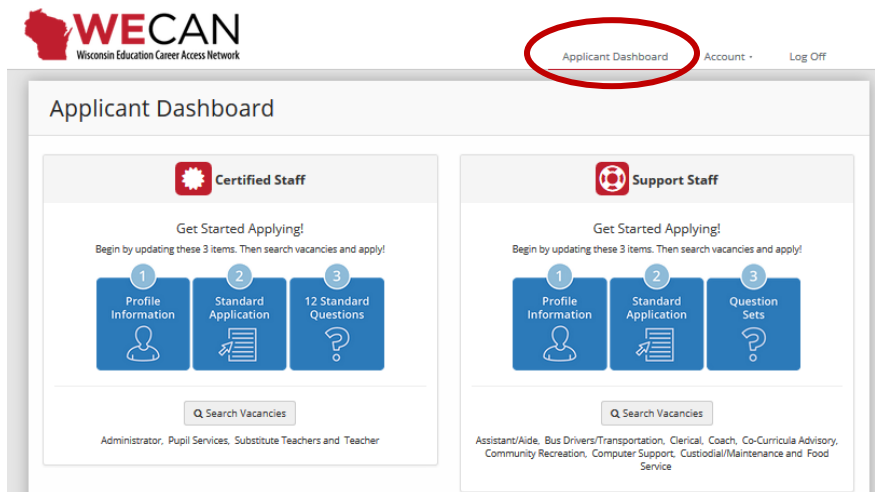
5. Confirm your account by opening the link sent to you in the WECAN email after you submit/register your *Profile*. **This step must be completed before you can login and complete your account.**

## GET STARTED APPLYING

6. Login to your WECAN account. Complete your Standard Application for the types of positions you are seeking, you may have access to one or both of the vacancy listings (Certified Staff and Support Staff). WECAN opens to the main menu/*Applicant Dashboard (main menu)*.

### HINTS AND REMINDERS

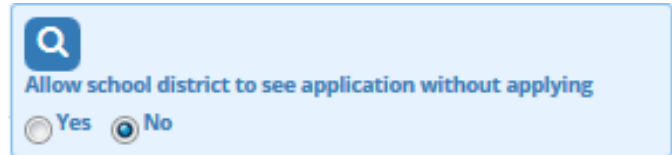
- SAVE each section as you complete it.
- List all *Education and Work Experiences*; there is no limit to the number of entries.
- Entries under *Education and Work Experiences* are automatically sorted by date, in reverse chronological order.



7. Depending on the types of positions you are seeking, you may have access to one or both of the vacancy listings (Certified Staff and Support Staff). Refer to the above screen capture to identify the types of positions in each category.

### HINTS AND REMINDERS – CERTIFIED STAFF

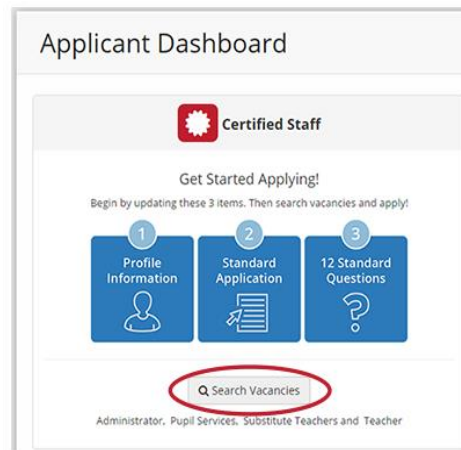
- Selecting “Yes” at the top of the page allows districts to find you by license and certification areas, years of experience, type of position sought, name, etc. without having applied for a position within the district.
- For each degree listed in the *Education* sections, you will be asked to indicate 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 1.0 or 100% FTE.



8. In *My Documents*, upload PDF documents of your résumé, letters of recommendations, and transcripts. You may upload up to 10 file attachments. Document titles **MUST** be less than 50 characters.
9. Answer the *Standard Questions* required for the types of positions you are seeking.

### SEARCHING AND APPLYING FOR VACANCIES

10. Use the *Search Vacancies* button(s), Certified and/or Support Staff, to view opportunities. On the Search Vacancies page select your vacancy criteria and click the Search button. Results will appear below the search form. Use the title of the position hyperlink to learn about the position.



11. Select the *Apply* button in the upper left corner to begin the application process. WECAN guides you through the specific requirements.

**Any modifications for a specific position MUST be made at this time.** (Changes are saved as the *Standard Application*.)

- a. Review the content of your application and your answers to any questions sets.
- b. Modify answers to question sets. This is the only time you can make changes for a specific position.
- c. Update your application with information for the specific position. Note the *Last Updated* date on the *Standard Application*.
- d. Any changes that you make will now be saved as your default information.
- e. Attachments must be uploaded and checked to be sent with your application.
- f. Add your cover letter, if required.
- g. Answer the criminal background questions each time you apply.

## HINTS AND REMINDERS

- Cover letters are submitted online through the provided text box. 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.
- To apply for internal vacancies, make sure that your school's name and your school email address is entered in your *Profile Information*.

You're applying for: 7-12 Science Teacher

**Standard Application**  
STATUS: Complete  
+ Add Classroom Work Experience  
+ Add Non-Educational Work Experience  
Available to Start: January 1, 2021  
LAST UPDATED: April 17, 2017

**12 Standard Questions**  
STATUS: Complete  
12 of 12 questions have been answered.  
LAST UPDATED: March 10, 2017

**Cover Letter** (4000 character limit)  
test

**Add / Select Documents**  
PDFs only. Max file size: 4MB. Check files to include with application.  
This vacancy requires: ★ Resume, Letters of Recommendation

- Resume Sample - chronological
- Teacher Cover Letter
- Helmann reference ltr.
- Krueger reference ltr.
- Sopande
- McAfee
- LIM Transcript
- MLL Transcript

**Criminal Background**  
Have you ever pled guilty, or no contest/nolo contendere, to or been convicted of an ordinance violation (other than minor traffic violations)?  
Misdemeanor, or Felony?  
 Yes  No  
Do you have any pending criminal charges?  
 Yes  No

12. If you attempt to submit your application and you do not receive notice that it was successfully submitted, WECAN identifies in red font the areas that need additional information.

You're applying for: Special Education Teacher Grades 7-12

**Standard Application**  
STATUS: Incomplete  
▲ Add Personal Statement  
▲ Authorization, Release, and Certification is required  
Available to Start: January 1, 2021  
LAST UPDATED: February 8, 2017

**12 Standard Questions**  
STATUS: Incomplete  
8 of 12 questions have been answered.  
LAST UPDATED: February 3, 2017

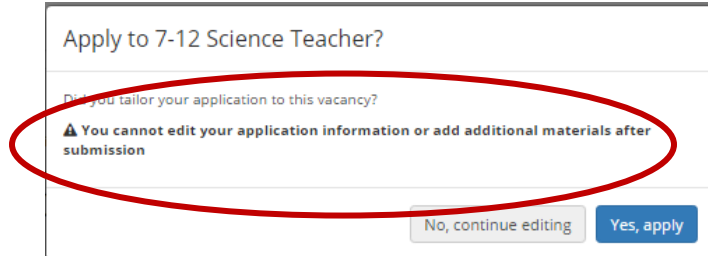
**Cover Letter** (2000 character limit)  
None

**Add / Select Documents**  
PDFs only. Max file size: 4MB. Check files to include with application.  
This vacancy requires: ★ Resume, Letters of Recommendation  
+ Add PDF

**Criminal Background**  
0 of 2 questions have been answered

Please complete required information. Preview Apply

13. When you select the Apply 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. You will be notified that, **once your application materials are submitted for a specific vacancy, you will not be able to modify your application for the position.**



## VIEWING APPLICATION STATUS AND CONTENT

14. Confirm your application history at the bottom of your *Applicant Dashboard*. School systems do not see *In Progress* applications, only *Submitted* applications. Select *Submitted* to view your application and answers to questions. *In Progress* applications have been initiated, but not submitted to the school system.

Search Vacancies

Administrator, Nurse, Pupil Services, Substitute Teachers, Teacher and Teacher Leader

Search Vacancies

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

---

### My Documents

PDFs only. Example files: resumes, transcripts. Max file size: 4MB

Resume Sample - chronological

Teacher Cover Letter

Heimann reference ltr.

Krueger reference ltr.

Sonander reference ltr.

McAfee reference ltr.

UM Transcript

MU Transcript

+ Add PDF

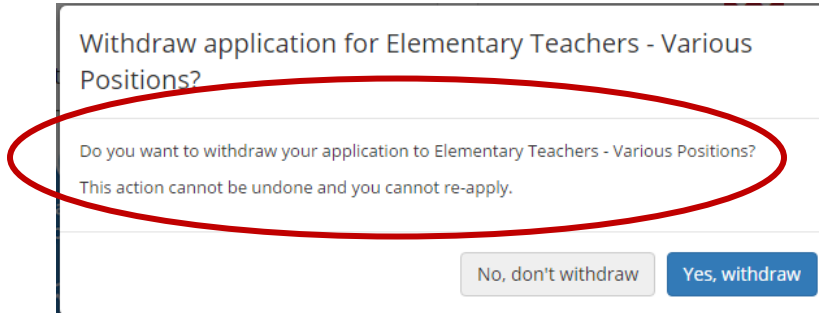
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### My Applications

Vacancy ID	Position title	Employer	Status	Apply Before	Start Date	
<a href="#">852</a>	7-12 Science Teacher	White Lake	Submitted	Until Filled	8/28/17	Withdraw
<a href="#">2061</a>	MS/HS Spanish Teacher	School District of Wausaukee	In Progress	Until Filled	8/24/17	
<a href="#">2847</a>	Middle School Language Arts Teacher	School District of South Milwaukee	In Progress	3/26/17	8/22/17	
<a href="#">3034</a>	Special Education Early Childhood Teacher	School District of South Milwaukee	Withdrawn	4/1/17	8/22/17	
<a href="#">3060</a>	Elementary Teacher - Fourth Grade - Weston Elementary	D.C. Everest School District	Withdrawn	Until Filled	8/29/17	
<a href="#">3199</a>	Music Teacher - Horning Middle School	School District of Waukesha	In Progress	3/17/17	8/22/17	
<a href="#">3255</a>	17/18 Cross Categorical Teacher	Wauaukee Community School District	Submitted	Until Filled	8/22/17	Withdraw

## WITHDRAWING APPLICATIONS

15. If you decide to withdraw your application from a specific position, use the *Withdraw* button found in *My Applications* at the bottom of your *Applicant Dashboard*. **You may not undo the withdrawal of your application. You may not resubmit it.**

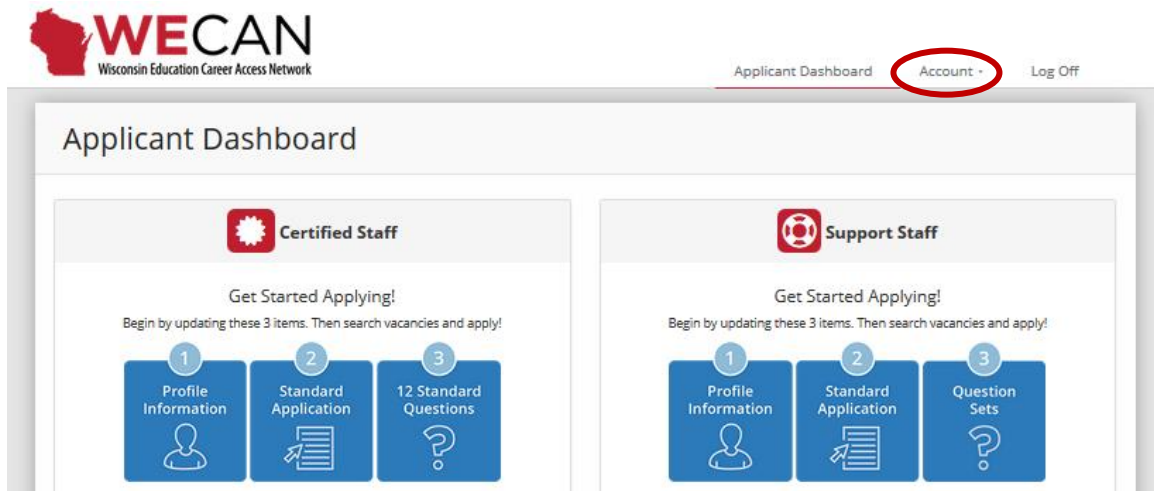


Withdraw application for Elementary Teachers - Various Positions?

Do you want to withdraw your application to Elementary Teachers - Various Positions?  
This action cannot be undone and you cannot re-apply.

No, don't withdraw Yes, withdraw

16. To update your contact information or to change your email address, login, access your *Profile Information* from your *Applicant Dashboard* or the *Account* settings. Your Password may be changed using the drop-down menu in your *Account* settings.



**WE CAN**  
Wisconsin Education Career Access Network

Applicant Dashboard **Account** Log Off

### Applicant Dashboard

**Certified Staff**

Get Started Applying!  
Begin by updating these 3 items. Then search vacancies and apply!

- 1 Profile Information
- 2 Standard Application
- 3 12 Standard Questions

**Support Staff**

Get Started Applying!  
Begin by updating these 3 items. Then search vacancies and apply!

- 1 Profile Information
- 2 Standard Application
- 3 Question Sets