

How to Create a **JOB ALERT**

STEP-BY-STEP GUIDE



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CREATE OR ACCESS PROFILE

From the Job Alert Page, choose the “Prospective Employee” or “Current LAUSD Employee” link.

STEP ONE
CREATE/ACCESS PROFILE

Create or access your profile in our application management system to sign up for job alerts. Sign up/Sign in using the appropriate link below, choose the **Employment Opportunities Tab**, and choose **Job Alerts**.

PROSPECTIVE EMPLOYEE

CURRENT LAUSD EMPLOYEE

2

ARE YOU A PROSPECTIVE EMPLOYEE?

You will need to register in the system. Choose the “Register Here” link if you are new to the system, or log-in if you already have a username and password.

Logon

Register here OR

Username *
paige.turner

Password *

Accessibility

Log On

Change Password Password Forgotten

3

ARE YOU A CURRENT LAUSD EMPLOYEE?

Sign-in to the eRecruiting system using your single sign-on.

Business Tools for Schools

User *
paige.turner

Password *

Log On

Get Support

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CHOOSE THE “EMPLOYMENT OPPORTUNITIES” TAB AND THE “JOB ALERTS” TAB

Job Alerts

Are you interested in a job for which we are not currently recruiting? You can sign up to be notified when we are accepted. From this page you can add a new job alert or delete an existing alert.

Name of Job Agent	Expiry Date
Budget Policy Analyst	04/21/2020
ACCOUNTANT	03/18/2020

Add Delete

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CHOOSE “ADD” TO CREATE A NEW ALERT

If you have created other alerts in the past, they will be listed under “My Active Job Alerts”.

Job Alerts

Are you interested in a job for which we are not currently recruiting? You can sign up to be notified when we are accepted. From this page you can add a new job alert or delete an existing alert.

- To add a new Job Alert, click on the “Add” button, choose the job class family, and choose the job class. You will receive interest. (Please be sure to include correspondence from @lausd.net as an approved sender so that messages are not blocked.)
- To delete an existing Job Alert, click the box to the left of the target job classification and then click the “Delete” button.

Name of Job Agent	Expiry Date
Budget Policy Analyst	04/21/2020
ACCOUNTANT	03/18/2020

Add Delete

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CREATE JOB ALERT

Choose the job class family (job field), choose the specific job classification, and choose “Add”.

Create Job Alerts

- First, choose the career field in which you are interested. All the jobs within that career field will then display in the field marked “Job Class”.
- Choose the job for which you would like to receive an alert and then click save. You may add only one job at a time.

Job Class Family *
Job Class *

Add Cancel