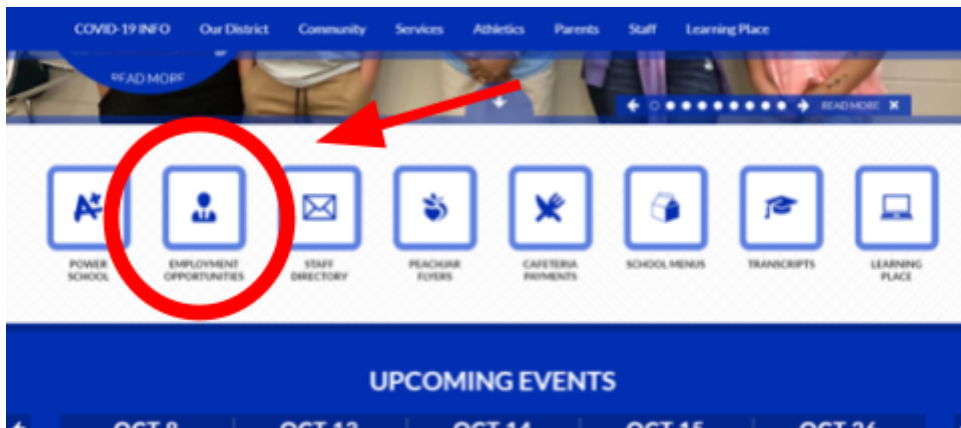


How to see **INTERNAL** and **EXTERNAL** job postings.

1. Go to the [MCAS](#) website and click on “Employment Opportunities”



2. To set-up your **INTERNAL EMPLOYEE ACCOUNT**, please click on **INTERNAL**. You will not have to “sign-up” everyone. You will just need to complete this the first time.



3. Click on, "Yes I am an Employee"

The screenshot shows the Michigan City Area Schools job application portal. At the top, there is a navigation bar with fields for 'Username' and 'Password', and a 'Sign In' button. Below this is the school's logo and name, 'Michigan City Area Schools', with the tagline 'Opportunity • Excellence • Pride'. A blue banner reads 'This page is for current employees only.' The main content area is divided into two sections: 'New Internal Applicants' and 'Non-Employees'. The 'New Internal Applicants' section contains instructions and a button labeled 'Yes, I am an employee', which is highlighted with a red arrow. Below this is a link 'I am not an employee'. The 'Non-Employees' section provides information for those not currently eligible for status as an internal or transfer account. At the bottom, there is contact information for the school and a footer with copyright details.

4. Enter your school MCAS email address and click continue.

This screenshot shows the next step in the job application process for current employees. The page layout is similar to the previous one, but the 'New Internal Applicants' section now contains a text input field for the user to enter their Michigan City Area District email address. A red arrow points to this field. Below the input field are 'Cancel' and 'Continue' buttons, with another red arrow pointing to the 'Continue' button. The 'Non-Employees' section remains on the right. The footer and contact information are consistent with the previous screenshot.

5. Complete the following information and click save.

The screenshot shows the 'Profile Information' form for Michigan City Area Schools. The form includes fields for First Name, Last Name, Username, Password, Confirm Password, Email, Confirm Email, Security Question, and Security Answer. A red box highlights the input fields for First Name, Last Name, Username, Password, Confirm Password, Email, and Confirm Email. A red circle highlights the 'Save' button at the bottom right of the form. The top navigation bar includes 'Username', 'Password', and 'Sign In' fields. The Michigan City Area Schools logo and tagline 'Opportunity * Excellence * Pride' are visible at the top left. The footer contains contact information: '405 S. Carroll Ave. Michigan City, IN 46360 Phone - 219-673-2000' and 'Powered by CareerSite Copyright © 2005-2021 - CareerSchoolGroup LLC'.

6. Make sure you are signed in. (You will see your name along the top if you are signed in)

The screenshot shows the user dashboard for Michigan City Area Schools. The top navigation bar displays 'Welcome Ashley (Not Ashley?) | Account Settings | Sign Out' and 'Hire Home | Internal | Admin | Help'. A red box highlights the 'Welcome Ashley' text, and a red arrow points to it from the right. Below the navigation bar is the Michigan City Area Schools logo and tagline. The main content area features a 'Welcome Ashley' message with instructions on how to begin a new application and a 'Menu' section with links for 'Sign Up for Job Alerts', 'View Job Listings', and 'Forgot my Username or Password'. The bottom section is titled 'Job Listings'.

7. Click on **JOB POSTINGS**. Here you will see all current internal and external postings.

Welcome Ashley (Not Ashley?) | Account Settings | Sign Out | Home | Admin | Help

Michigan City Area Schools
Opportunity • Excellence • Pride

Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ | Sign Out

Welcome Ashley (If you are not Ashley Kohler, click here)

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

Need help? Click here for applicant chat support or call the following number for support 1-877-974-7437

Menu
Sign Up for Job Alerts
View Job Listings
I forgot my Username or Password

Job Listings

Search
Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	Apply
Accelerated Learning Teachers - Coolspring	10/05/2021	Certified	Coolspring Elementary School	Apply
Accelerated Learning Teachers - Pine	10/05/2021	Certified	PINE ELEMENTARY	Apply
Benefits Assistant	10/05/2021	Classified	DISTRICT	Apply
Instructional Assistant/Nurse Assistant - Category II Class A	10/05/2021	Classified	Michigan City High School	Apply
Accelerated Learning Teachers - Krueger	10/05/2021	Certified	Krueger Middle School	Apply
Accelerated Learning Teachers - Edgewood (Updated)	10/05/2021	Certified	Edgewood Elementary School	Apply