



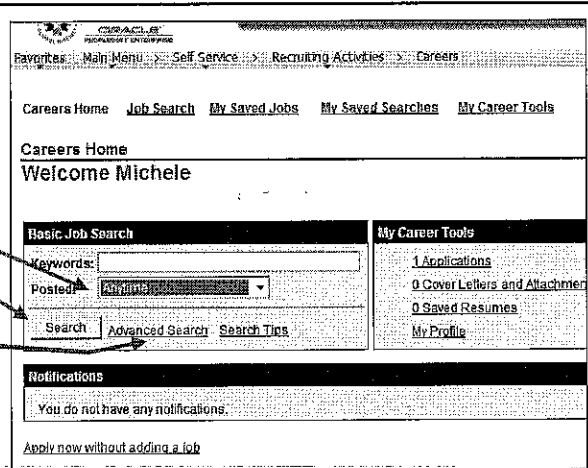
<p>Step 1</p> <p>Open your web browser and go to: https://dwa.sandi.net/psp/hcm/?cmd=login</p>	
<p>Step 2</p> <p>2.1 Login using your six-digit employee ID and your password.</p> <p>2.2 Click Sign In.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> Go to https://dwa.sandi.net/passwd Follow the prompts on the screen to change your password. Your User ID will be your six-digit Employee ID, as found on your paycheck. Your default Password will be Sdcsnnnn (nnnn=the last four digits of your SSN). Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463. If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP). 	
<p>Step 3</p> <p>Navigate to Self Service → Recruiting Activities → Careers</p>	

Step 4
Search for Jobs

4.1 For a basic search of all available Job Openings, change **Posted** to "Anytime" and click **Search**.

Note: No more than 500 jobs will show in the basic search. If you don't find the job(s) you want, use the Advanced Search.

4.2 Or, to search for Job Openings using criteria, click the **Advanced Search** hyperlink.



Step 5
Search for Job

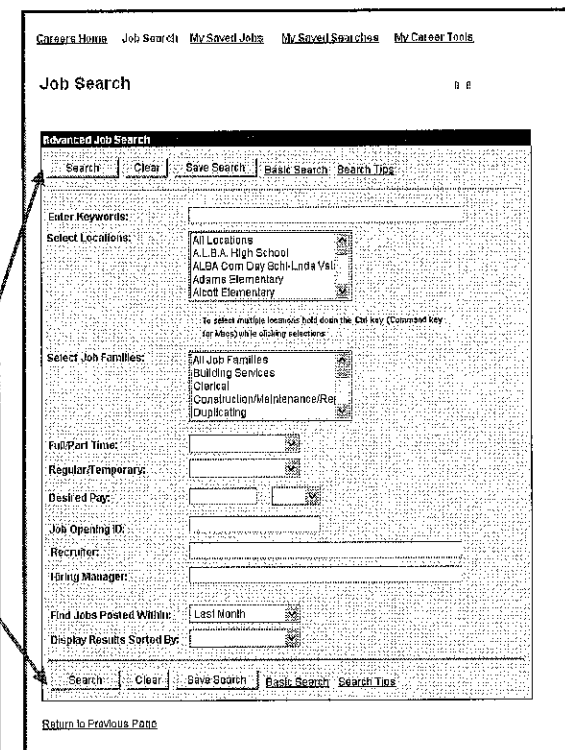
If you selected **Advanced Search...**

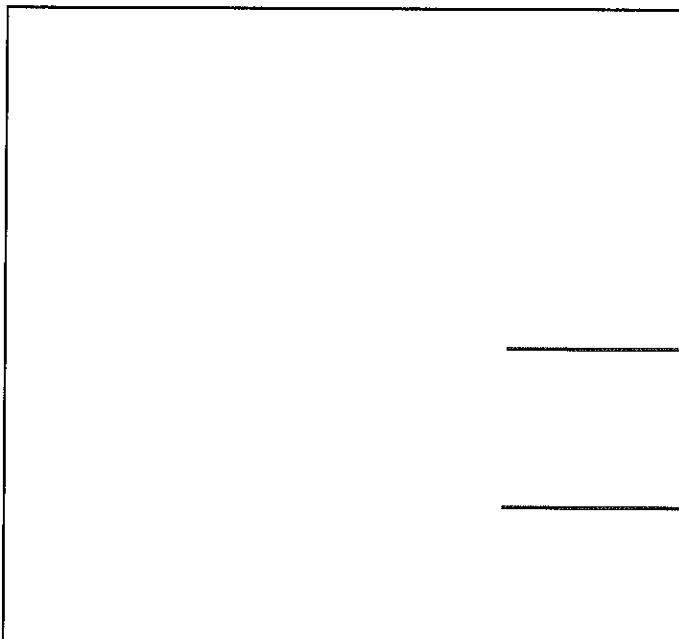
5.1 Enter your search criteria as follows:

- Make sure **Find Jobs Posting Within** is set to "Anytime"
- To see jobs at a particular school or group of schools, click the school(s) you want in the **Select Locations** list. To select more than one school, hold the CTRL key while clicking the names of the schools you want.
- To **Enter Keywords**, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keyword search is not case sensitive.

5.2 Click either **Search** button to look for job postings

- If you do not get the expected search results, clear your web browser's cache and try again. For instructions, see "Clearing Your Cache" here: <http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp>





PeopleSoft.

Apply Now

Complete Application

You are applying for:

May/July - Resource Specialist [Remove](#)

[Add Another Job to Application](#)

You have not added any resume to your application. [Use a Different Resume](#)

Payton Hall
1234 Torrey Pines Dr
San Diego, CA 92034

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

[Previous](#) [Save](#) [Submit](#) [Close Application](#) [Careers Home](#) [Next](#)

Step 10
Confirm Application submission.

10.1 Application has been submitted.

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[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Applications

You have successfully submitted your job application.

Display applications from: [Refresh](#)

[First](#) [Previous](#) [Next](#) [Last](#)

Application	Status	Application Date
SI Regular Teacher	Applied	07/09/2006 4:39PM
May/Jul - Resource Specialist	Applied	07/13/2006 5:13PM
May/Jul - Resource Specialist	Applied	07/13/2006 5:13PM
May/Jul - ILS	Applied	07/13/2006 5:13PM
May/Jul - ILS	Applied	07/13/2006 5:13PM

Step 11
View the number of jobs applied for.

11.1 Click the **My Career Tools** hyperlink to view the jobs you've applied for and the statuses of those jobs.

Examples of statuses you may see include:

- Applied**
Confirms that you have applied for the job posting
- Routed**
Your application has been routed for Manager/
Principal Consideration
- Hire Decided**
Manager/Principal has selected you for job posting
- Hired**
All processes complete both at hiring location/school
site and HR. You have been hired into the position
- Rejected**
You were not selected for the job posting

Notes:

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[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Career Tools

Payton Hall
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My Applications

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May/Jul - ILS	Applied	07/13/2006 5:13PM
May/Jul - ILS	Applied	07/13/2006 5:13PM

Resumes

You do not have any saved resumes.

Cover Letters and Attachments

You have not added any attachments.

[Add Attachment](#)

[Return to Previous Page](#)

- This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- You can return to the My Career Tools page anytime to see the status of your applications.

Step 12

After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations...you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

