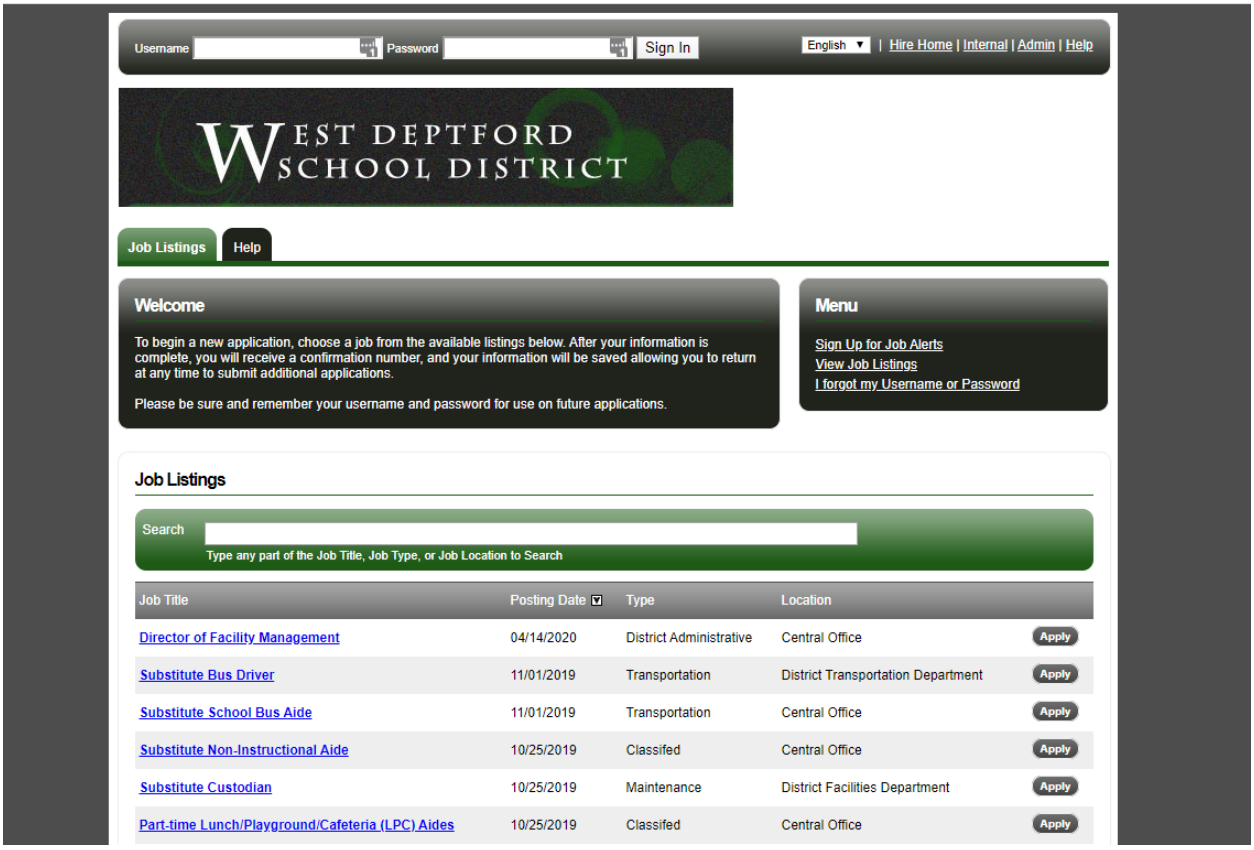
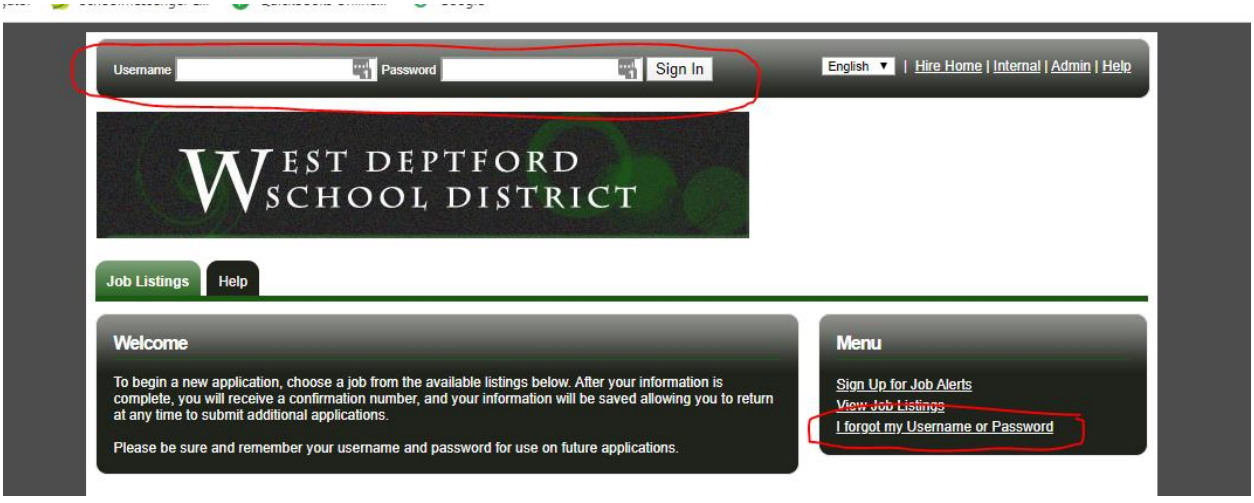
West Deptford School District
Directions for Internal Job Postings

Step 1: Open any web browser and visit https://wdeptford.tedk12.com/hire/index.aspx . The external "Job Listings" page will be displayed. This page shows only those positions that are open to both internal and external candidates.



Step 2: If you already know your username and password go ahead and sign in and then please skip down to "**Step 8.**"



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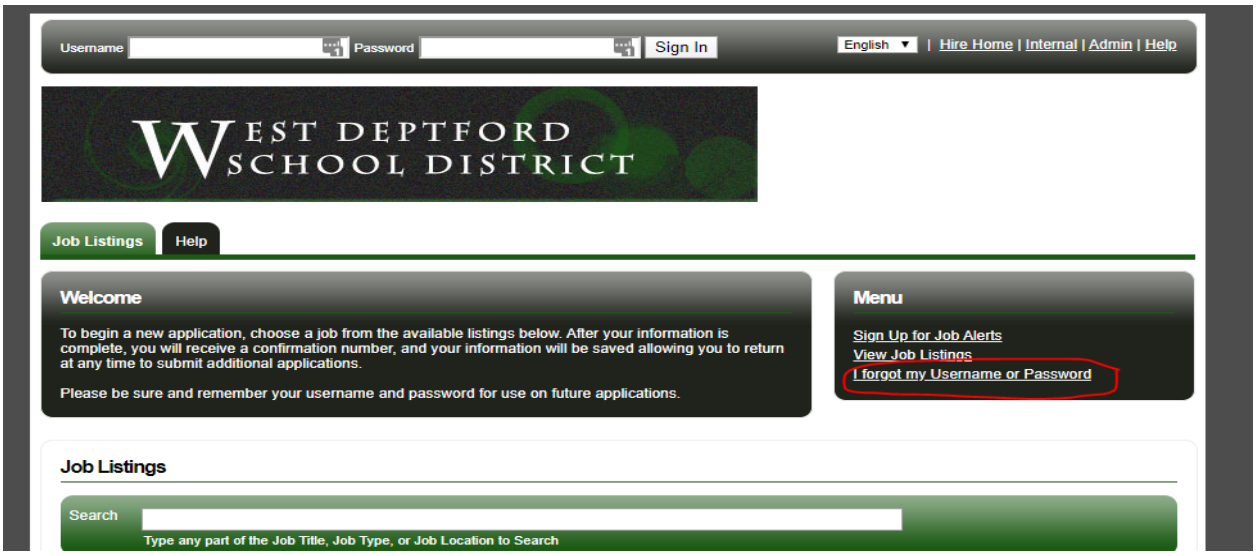
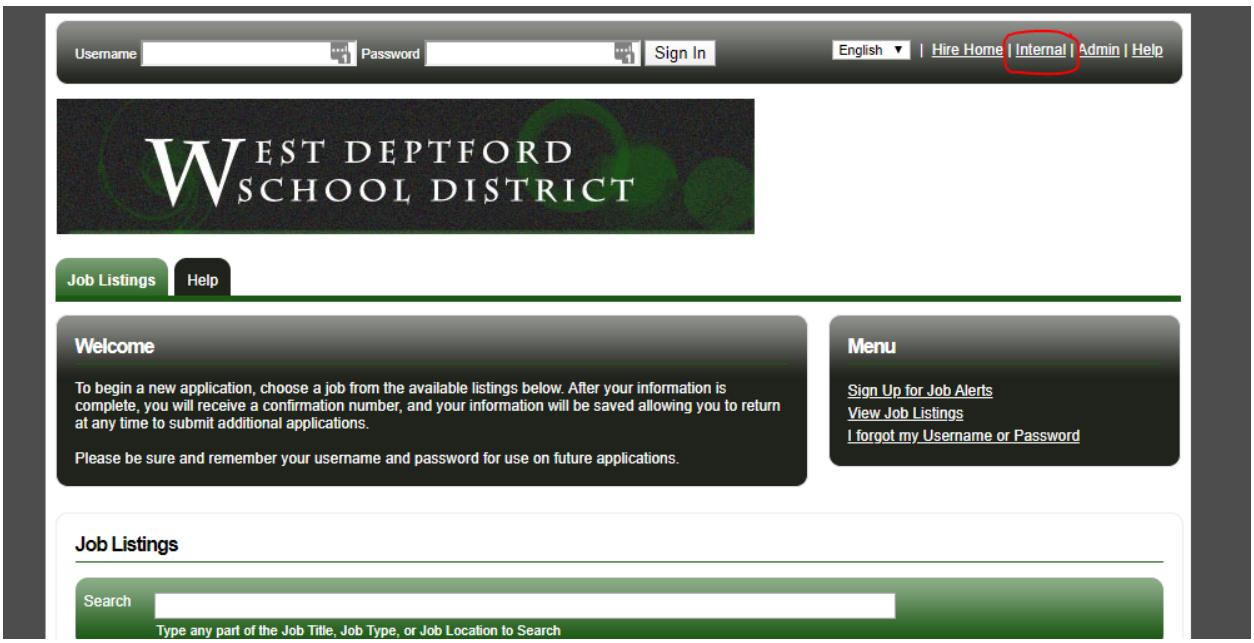
Step 3: If you know you have an account, but you are not sure of your username or password click on the link "*I forgot my Username or Password;*" otherwise continue to "**Step 4.**"



Step 4: If you do not already have an account, click on the "Internal" link in the upper right-hand corner of the page.



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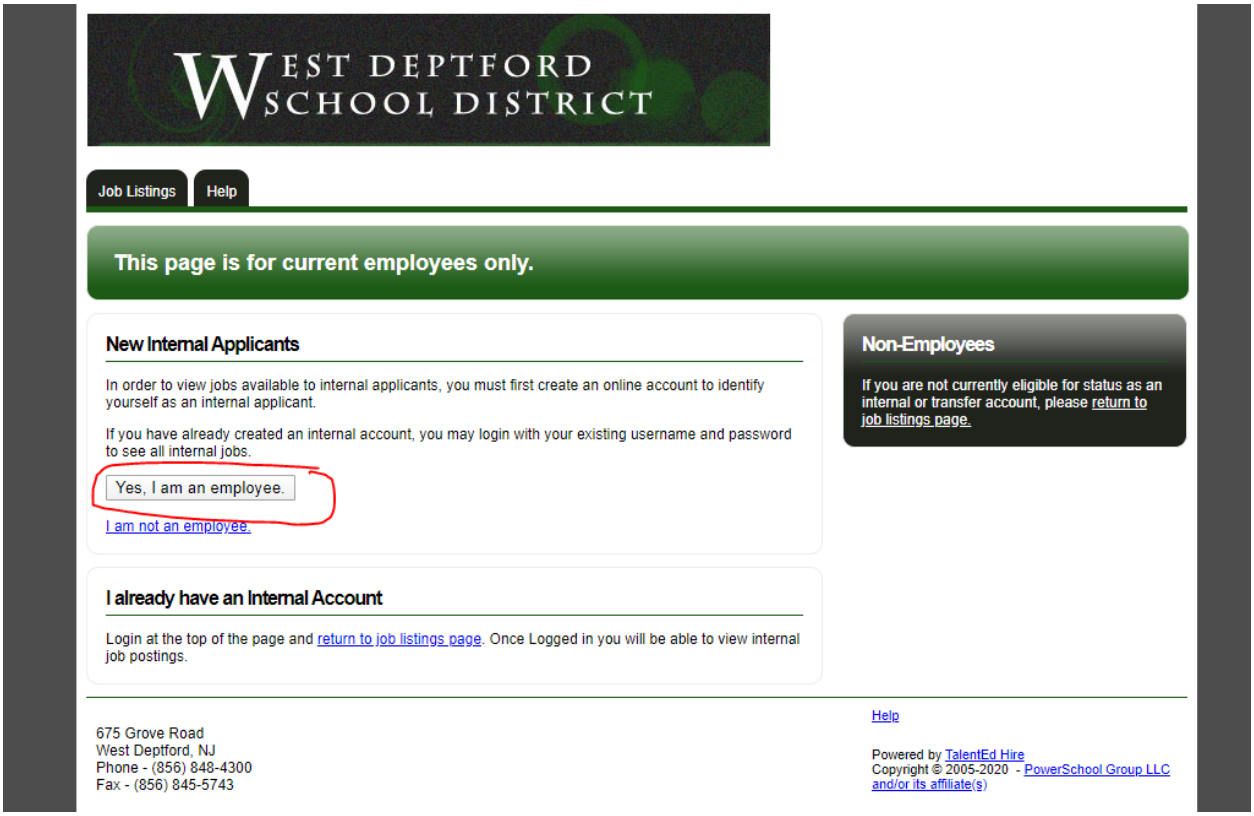
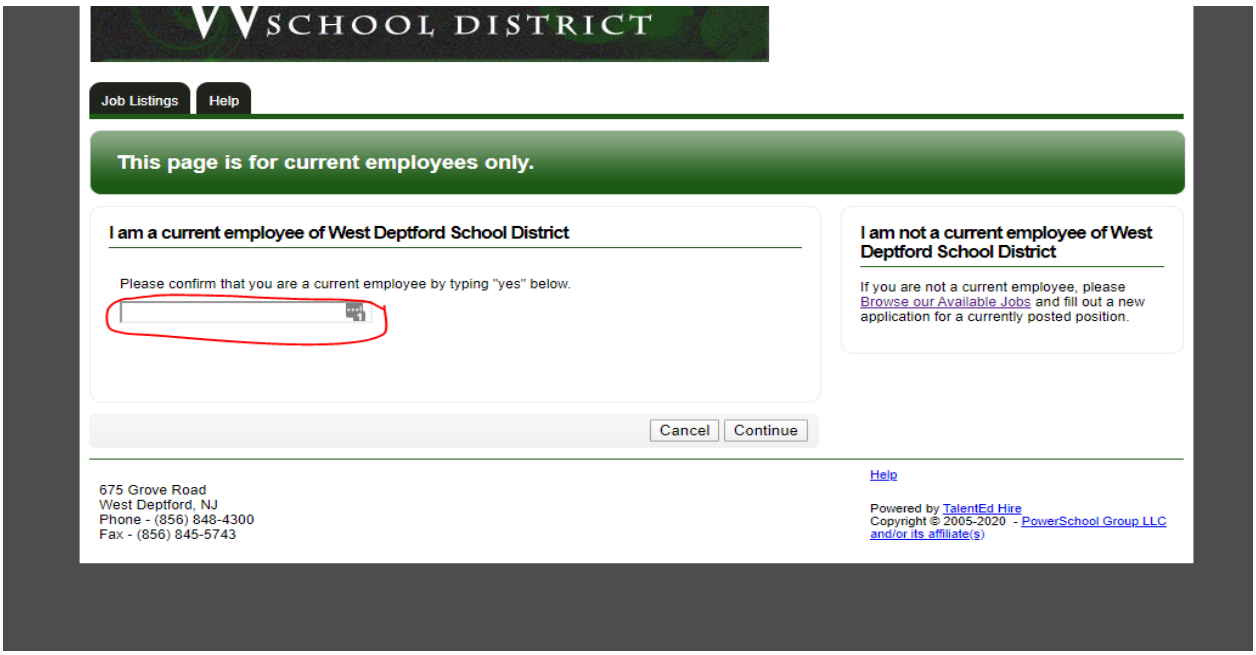
Step 5: Click on the "Yes, I am an Employee" button.



Step 6: Type the word "YES" is the confirmation box and click continue.



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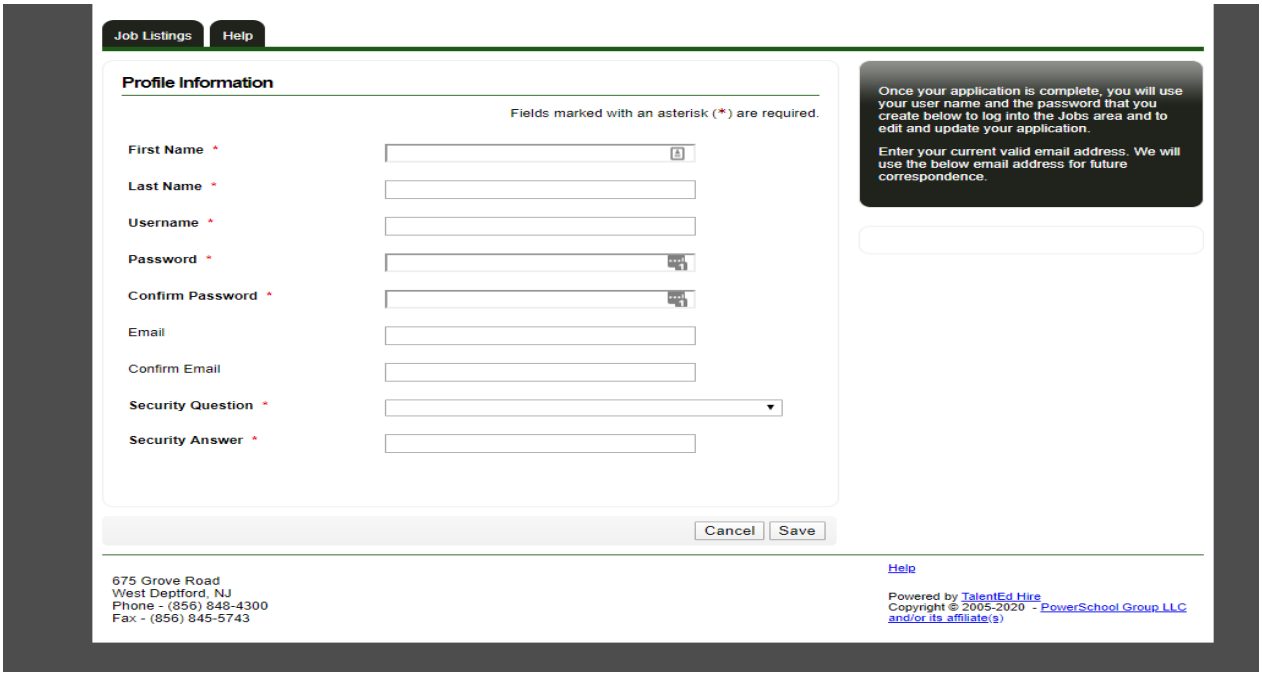
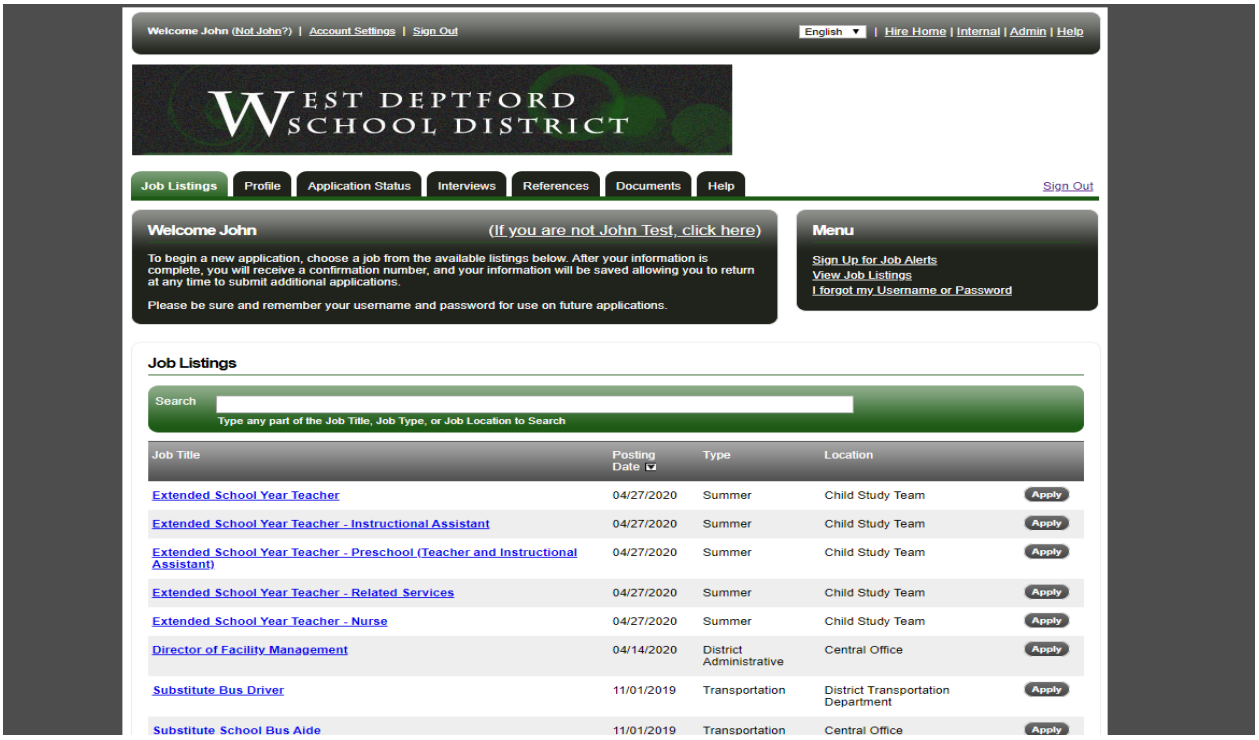
Step 7: Fill out the information to create your account and click save. We suggest using your email address as your username. Please remember your password as you will need it in the future to apply for internal positions.



Step 8: You are now signed into your internal employee account and you will be able to see all internal postings on the "Job Listings" page.