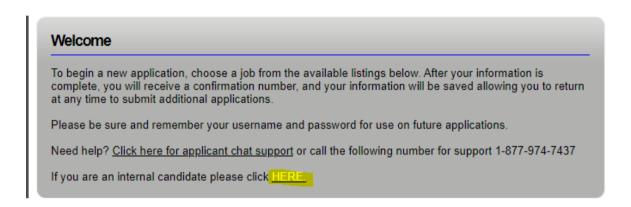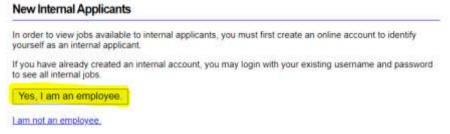## Applying as an Internal Applicant

1. **You will go to https://morganschools.tedk12.com/hire/index.aspx and click in the top right corner where it says 'internal' or in the middle where it says HERE**

Welcome

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

If you are an internal candidate please click HERE.

2. **You will click Yes, I am an employee**

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

Yes, I am an employee.

I am not an employee.

3. **It will have you verify by answering the question with your employee ID number and then you will click continue on the bottom right side**

I am a current employee of Morgan County Schools - WV

Please confirm that you are a current employee by typing your Employee ID below.

4. You will then fill out the profile information which is creating your account and click save at the bottom right side

Profile Information

Fields marked with an asterisk (*) are required.

First Name *	test
Last Name *	test
Username *	test
Password *	••••
Confirm Password *	••••
Email	
Confirm Email	
Security Question *	Who was your childhood hero ▾
Security Answer *	null

Cancel   Save

5. Once you have created your profile you can start applying for jobs.