

# SchoolSpring



## Account Set Up & Application Guidance

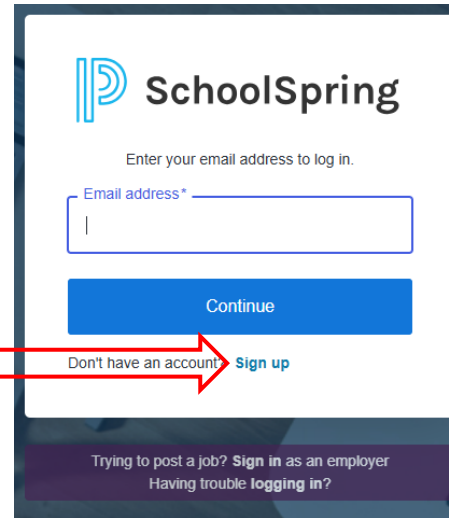
# Account Setup: New Applicant

❖ Go to: <https://hcbe.schoolspring.com/>

❖ Select: 

❖ New Applicants: Choose “Sign up”

❖ Follow the prompts:



SchoolSpring

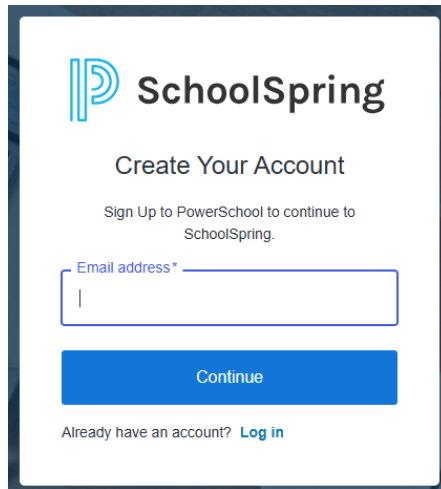
Enter your email address to log in.

Email address\*

Continue

Don't have an account? [Sign up](#)

Trying to post a job? [Sign in as an employer](#)  
Having trouble logging in?



SchoolSpring

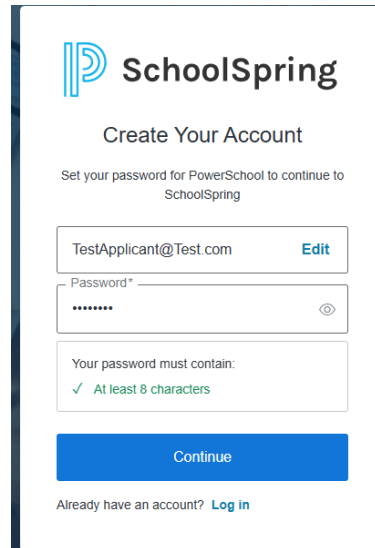
### Create Your Account

Sign Up to PowerSchool to continue to SchoolSpring.

Email address\*

Continue

Already have an account? [Log in](#)



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### Create Your Account

Set your password for PowerSchool to continue to SchoolSpring

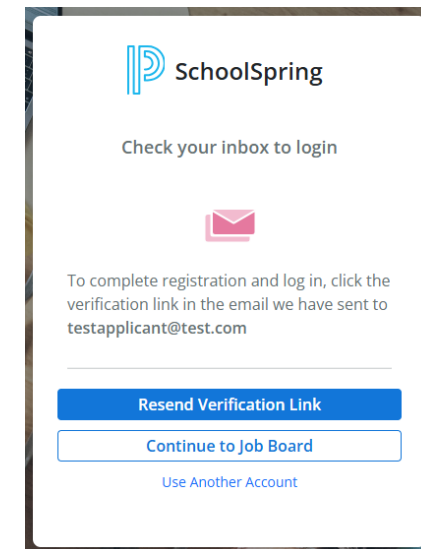
TestApplicant@Test.com [Edit](#)

Password\*

Your password must contain:  
✓ At least 8 characters


Continue

Already have an account? [Log in](#)



SchoolSpring

Check your inbox to login



To complete registration and log in, click the verification link in the email we have sent to testapplicant@test.com

[Resend Verification Link](#)

[Continue to Job Board](#)

[Use Another Account](#)

# Logging In: Returning Applicants

❖ **Returning Applicants:** Follow the login prompts.



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Enter your email address to log in.

Email address\*

[Continue](#)

Don't have an account? [Sign up](#)



❖ **Forgot your password?** Follow the directions below.

SchoolSpring

Enter Your Password

Enter your password for PowerSchool to continue to SchoolSpring

[Edit](#)

[👁](#)

[Reset password](#)

[Continue](#)

Don't have an account? [Sign up](#)



SchoolSpring

Forgot Your Password?

Enter your email address and we will send you instructions to reset your password.

Email address\*

[Continue](#)

[Return to Login](#)



Check Your Email

Please check the email address TestApplicant@Test.com for instructions to reset your password.

[Resend email](#)



SchoolSpring

Enter Your Password

Enter your password for PowerSchool to continue to SchoolSpring

[Edit](#)

[👁](#)

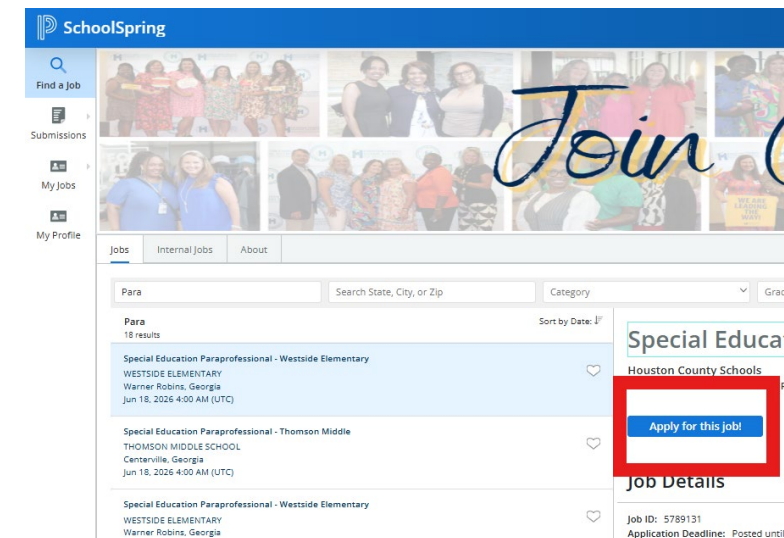
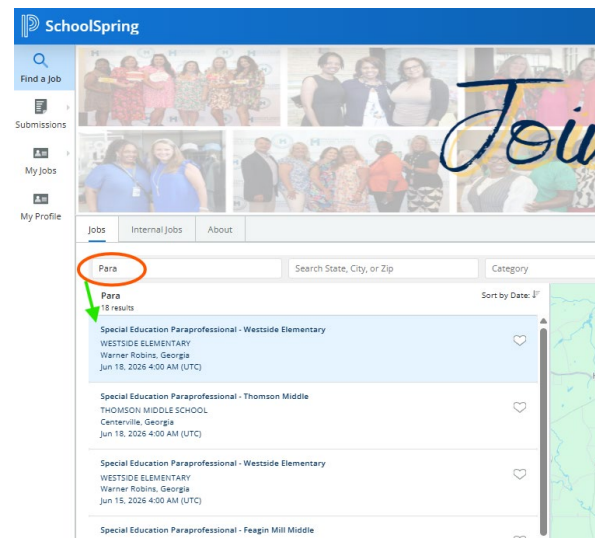
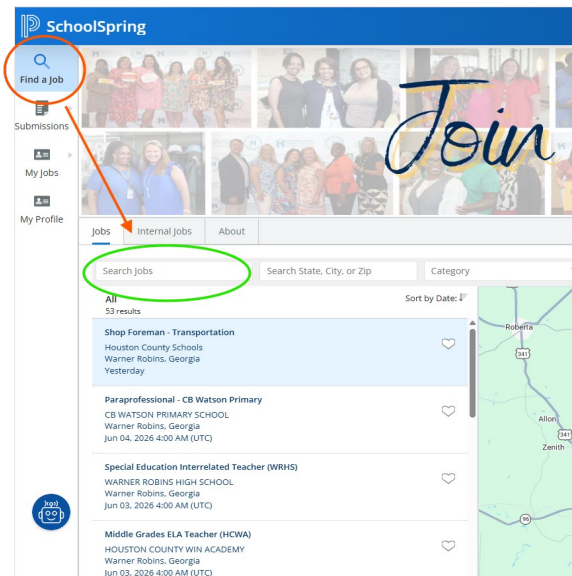
[Reset password](#)

[Continue](#)

Don't have an account? [Sign up](#)

# Finding a Job:

- ❖ Click on “Find a Job” on the top left side of the screen
- ❖ Then click on “Search Jobs” and type in the first few letters of the desired position and then “Enter”.
- ❖ When you find the position, you are interested in click on the position.
- ❖ Then click on the “Apply for this job!” to the right of the position. This will take you into the application.



# Completing An Application

- ❖ Each section of the application has “REQUIRED” information that must be completed to move to the next section.
- ❖ When you have completed the section, click on “SAVE and CONTINUE” in the bottom right-hand corner of the page.
- ❖ If you have missed information or have not used the correct formatting, you will receive a message at the top of the page. You must make correction to move to the next section. When you have made your corrections, choose “Save and Continue” to move to the next section.

The image illustrates the process of completing an application section. It shows three stages:

- Form Completion:** The 'Personal Information' section is shown. The 'General Information' dropdown menu is set to 'District Web Site' (marked as required). The 'Contact Information' section has 'First Name' set to 'Test' (marked as required). The 'Last Name' is 'Applicant' and 'Nickname' is empty. A 'No' radio button is selected for 'Have you worked here before?'. The 'Save and continue' button is highlighted with a green circle.
- Action:** A red arrow points from the 'Save and continue' button to the next screenshot.
- Error Message:** A message box at the top of the page states: 'Incorrect or missing data for one or more fields. Correct all the highlighted fields and proceed.' The message box is highlighted with a green border.

# Work History

## Present Position:

- ❖ If you are currently unemployed you will need to list all information in the “Required” boxes as “NA”. Be mindful of the format of the information. Dates, phone numbers and emails must be formatted correctly.

## Work Experiences:

- ❖ It is recommended to begin your list with the most recent position
- ❖ List as many Work experiences as you would like. Most positions have a total of five available work experience slots available.
- ❖ Important Information to include:
  - ❖ Be sure to include your supervisor’s information (phone number, email)
  - ❖ Job Duties and Responsibilities
  - ❖ May we contact this Employer?

# References:

Every Application **REQUIRES**, at least, three *Professional* References. When you submit your application, an email will be sent to your chosen references. It is important that all information listed for references is accurate.

- ❖ Choose “Add References” and fill in the required information.

## Required Information for References:

- ❖ Name
  - ❖ Phone Number
  - ❖ Email Address
- 
- ❖ When you have entered at least three professional references, click on the box next to their name.
  - ❖ Then click on “Save and Continue” to move to the next section.

**Note** :The reference surveys are not set up for character references

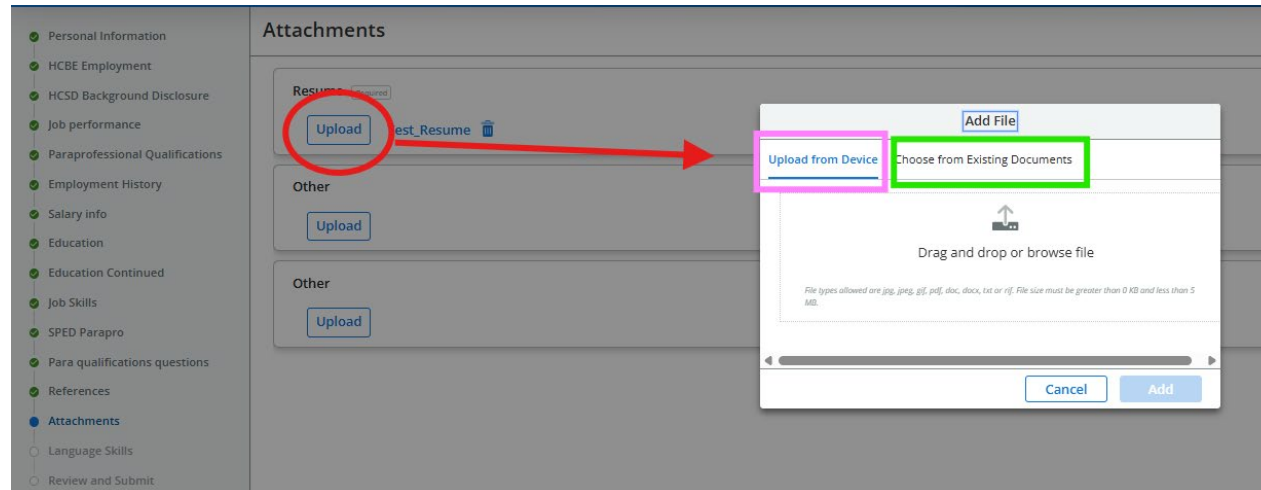
The screenshot shows a web interface for adding references. On the left is a navigation menu with categories like Personal Information, HCBE Employment, and References. The main area is titled 'References' and contains an 'Add References' button (circled in red). Below it, a list of references is shown with checkboxes: PROFESSIONAL REF #1, #2, and #3 are checked (circled in green), while PROFESSIONAL REF #4 is unchecked. At the bottom, there are 'Cancel' and 'Save and continue' buttons, with the latter circled in green.

# Attachments:

A variety of attachments may be needed for applications. Be sure to read all sections of the application to verify what documents you will need to upload.

- ❖ Click on “Upload”, another box will populate. If you are on your own device, you can choose to “Upload from Device”. If you have set up a profile and have added the necessary documents to your profile, they will be available in the “Existing Documents” tab.
- ❖ When you have uploaded your documents, you can “Save and Continue”

**Note:** You will not be able to move to the next section until you have uploaded the “required” documents.



# Submitting an Application:

- ❖ When you have completed the application, you will have the opportunity to “Review and Submit” it.
- ❖ You will need to read the statements, check the box, type your initials and then click on “SUBMIT”.
- ❖ You will receive an email confirmation as soon as you submit your application.
- ❖ Your references will be sent a survey when you submit your application.

A horizontal progress bar titled "Review and Submit" on the right. On the left, a vertical list of application sections is shown with circular progress indicators. The sections are: Personal Information, HCBE Employment, HCSD Background Disclosure, Job performance, Paraprofessional Qualifications, Employment History, Salary Info, Education, Education Continued, Job Skills, SPED Parapro, Para qualifications questions, and References. The "Personal Information" section is currently selected and highlighted in a light blue color.

A screenshot of the "Application Confirmation Statement" section of the application form. It contains three sub-sections: "Disclaimer", "District Policy", and "Application Confirmation Statement". Blue arrows point to the "Disclaimer" and "District Policy" sections. The "Application Confirmation Statement" section contains the following text: "(1) By submitting my application for employment, I authorize the school district to conduct an investigation of candidate pursuant to \*O.C.G.A. 20-2-211(e)(1) or \*\*O.C.G.A. 35-3-34.2 to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. (2) By submitting my application for employment with the Houston County Board of Education, I understand that any misrepresentation or omission of fact on this application is cause for termination. (3) My signature constitutes a release for the Houston County Board of Education to request evaluation documentation from previous school systems or employers." Below this text, there is a "Please agree for below" label with a "Required" tag. A radio button is present, with the text "I agree to the terms above" next to it. The radio button is currently unchecked and is circled in red. Below the radio button, there is a text input field labeled "Your Initials" with a "Required" tag. This field is highlighted with a green rectangular box. Below the initials field, there is a "Today's Date" label and the date "06/22/2026".

A screenshot of the "Application Confirmation Statement" section of the application form. It contains the following text: "(1) By submitting my application for employment, I authorize the school district to conduct an investigation of candidate pursuant to \*O.C.G.A. 20-2-211(e)(1) or \*\*O.C.G.A. 35-3-34.2 to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. (2) By submitting my application for employment with the Houston County Board of Education, I understand that any misrepresentation or omission of fact on this application is cause for termination. (3) My signature constitutes a release for the Houston County Board of Education to request evaluation documentation from previous school systems or employers." Below this text, there is a "Please agree for below" label with a "Required" tag. A checked radio button is present, with the text "I agree to the terms above" next to it. Below the radio button, there is a text input field labeled "Your Initials" with a "Required" tag. The field contains the text "TEST - DO NOT USE". Below the initials field, there is a "Today's Date" label and the date "06/22/2026". At the bottom right of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red.

# Application Updates

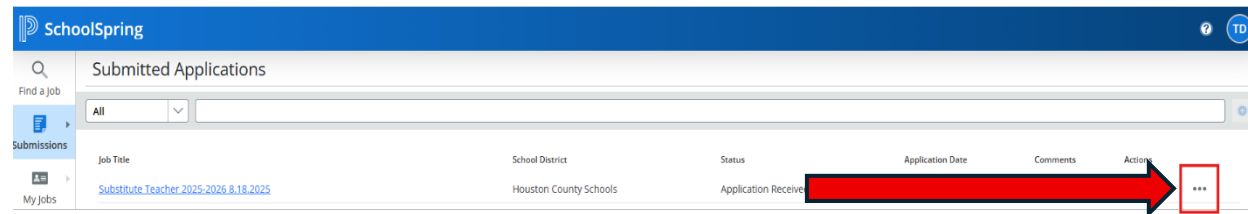
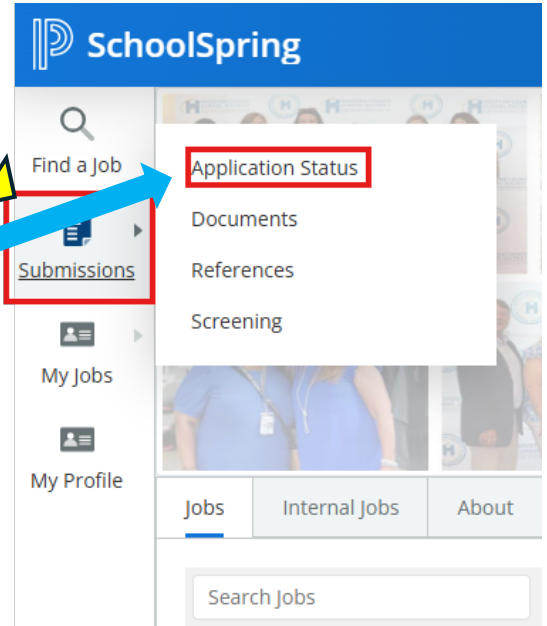
There are several reasons you may need to update your application. See the following sections for guidance on updating your application.

## 1. Updating Information within the Application:

❖ Login to your SchoolSpring account at <https://hcbe.schoolspring.com/>

## 2. Select the **Submissions** menu and choose **Application Status**:

## 3. Click on the three dots (...) to the far right of the applicable application

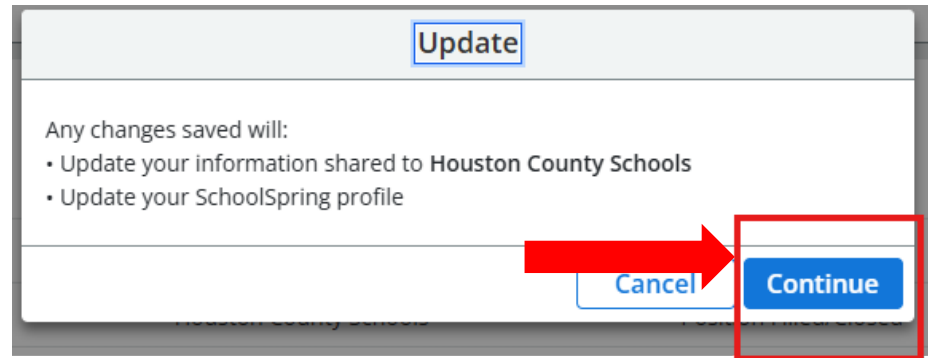


## 4. Choose "Update"

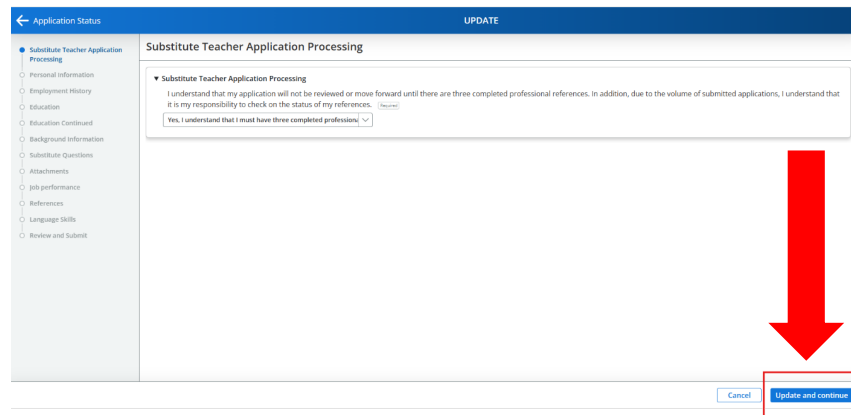


# Application Updates cont....

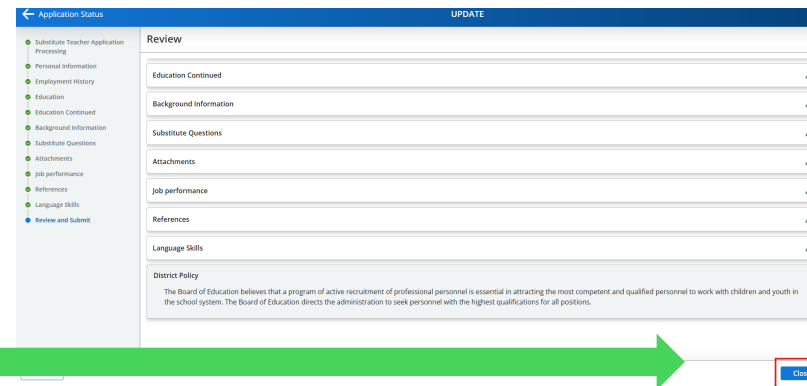
5. Choose Continue.



6. You will click on “UPDATE and CONTINUE” until you reach the section of the application that needs to be updated. Once you have completed your update select “UPDATE and CONTINUE” until you reach the Review and Submit.



**Note:** It is recommended you review your entire application to ensure accuracy and completion of all sections.



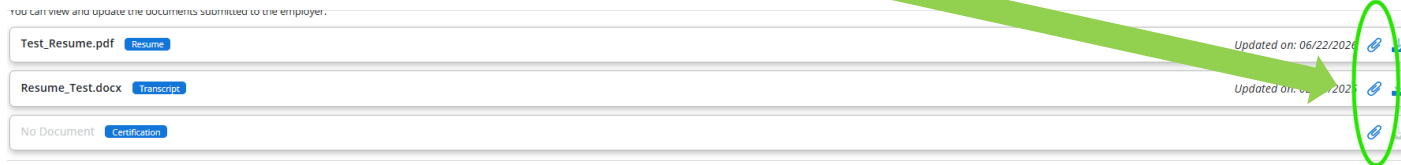
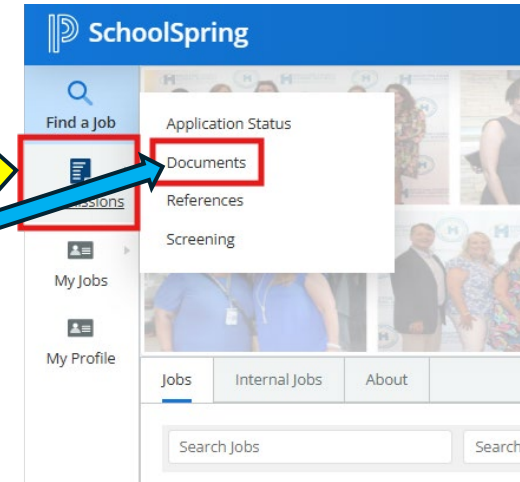
7. Choose “**CLOSE**” and your update is complete

# Application Updates: Documents

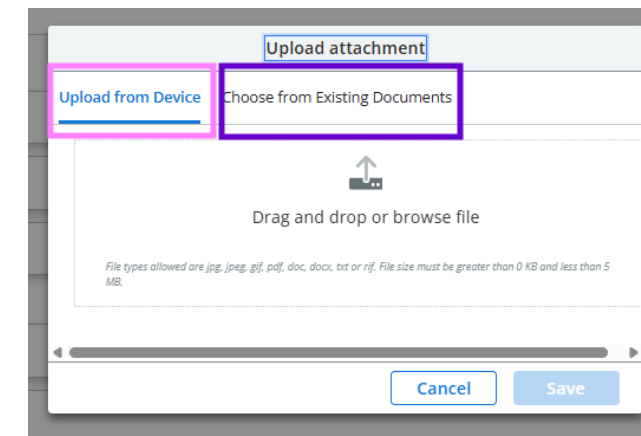
You can update References and Documents within the Application Status update, but it is recommended that you choose them individually to make any adjustments.

## Updating Documents for Active Applications:

1. Select the **Submissions** menu and choose **Application Status**:
2. Click on the “**paperclip**” icon to the right of the document you would like to update.



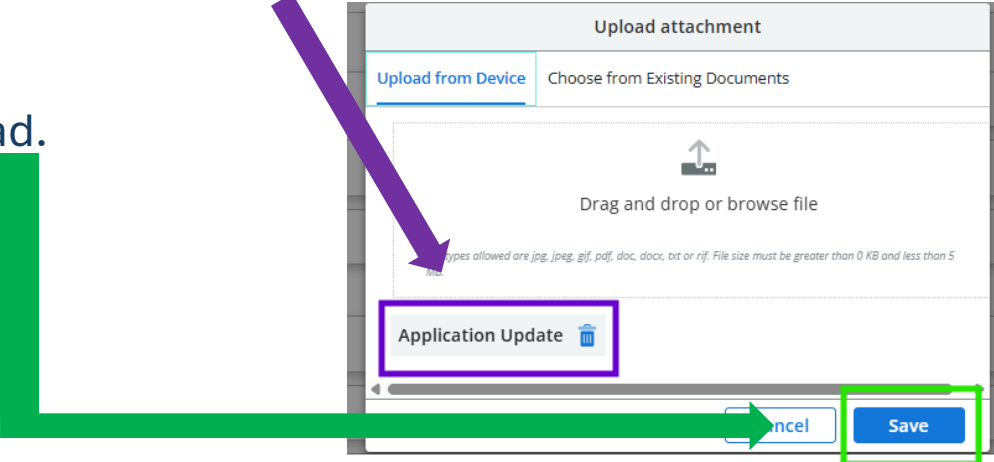
3. Choose the way you will upload the new document.
  1. **Upload from Device** – you must be on your personal device to use this option.
  2. **Choose from Existing Documents** – you will choose from previously uploaded documents in your profile.



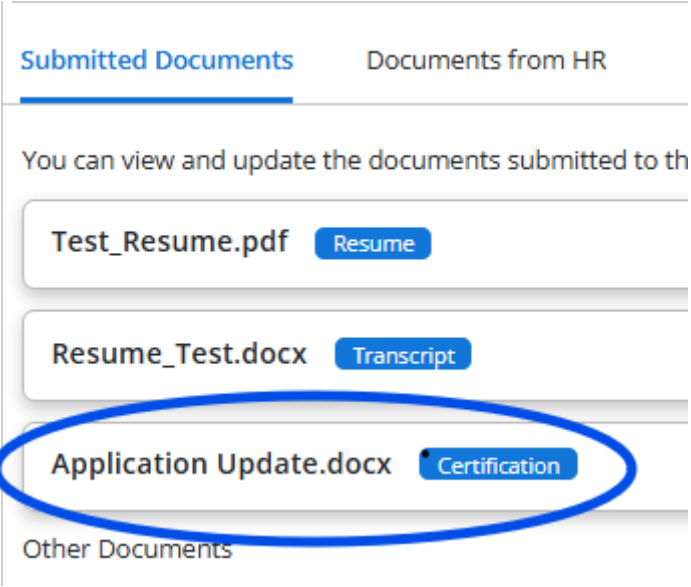
# Application Updates: Documents cont....

4. When you have successfully uploaded a document, it will appear at the bottom of the box.

5. Choose "Save" to complete the document upload.



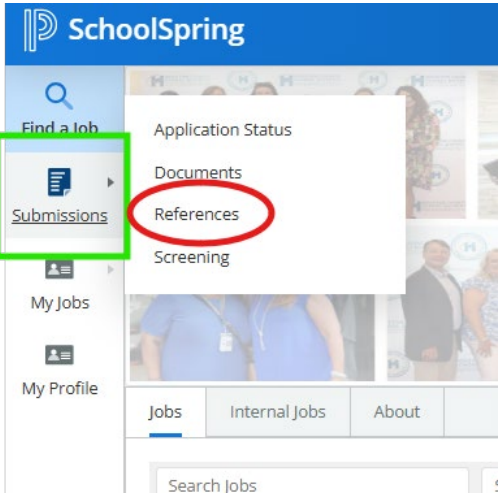
6. The document is now available to hiring managers to view.



# Application Updates: References

## Updating References:

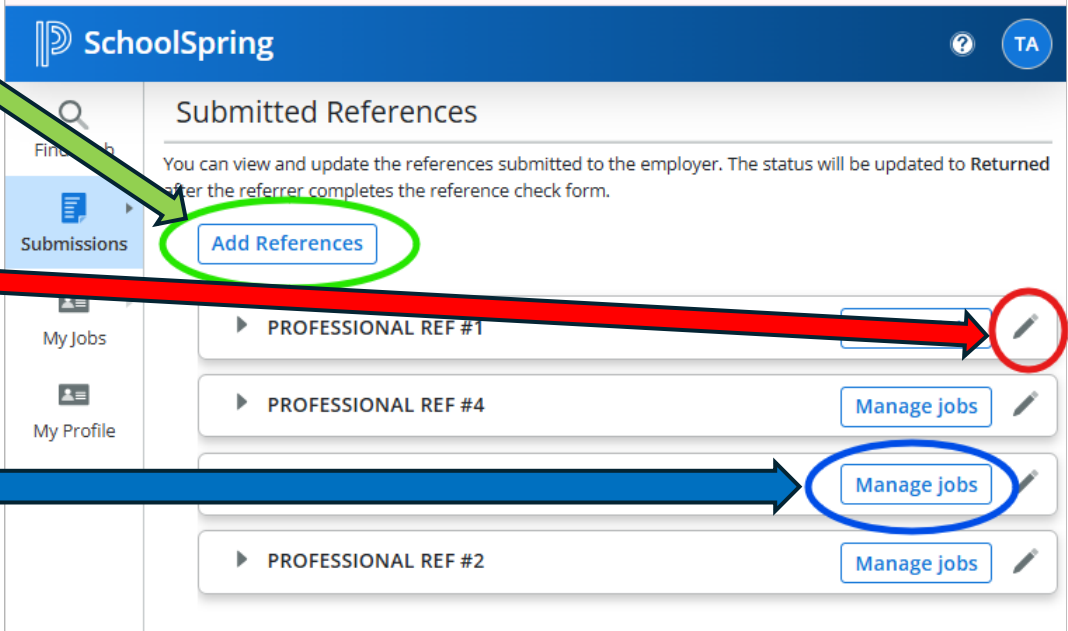
1. Go to “Submissions” and then choose “References”



2. To add new references, choose “Add References”

3. To update a reference, choose the “pencil” icon

4. To send a survey reminder, choose “Manage Jobs”



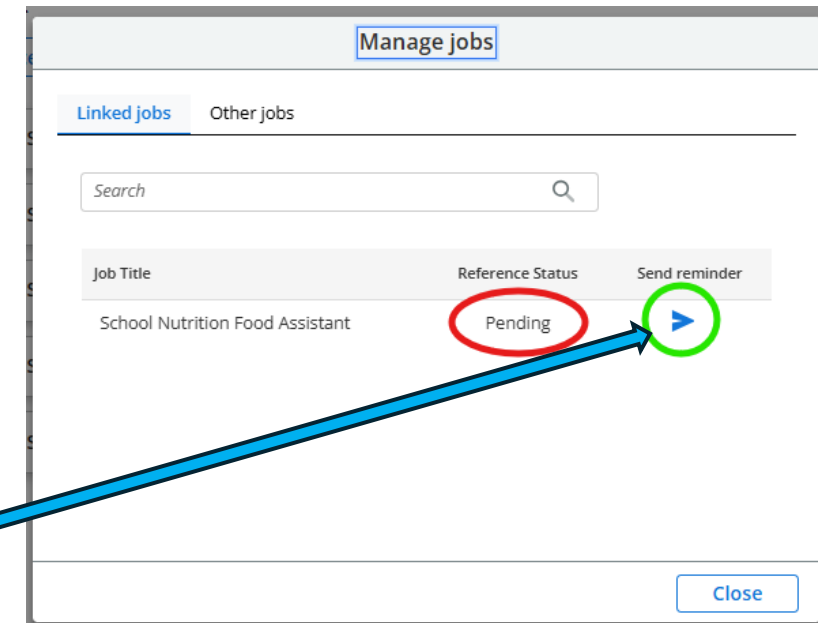
## Application Updates: References cont.....

- ❖ **Adding References** allows you to add additional references. Once you have added a reference you will follow the directions for sending a reference survey reminder.
- ❖ **Updating References** allows you to access an existing reference's information and update it. Once you have updated a reference you will follow directions for sending a reference survey reminder.

## Manage Jobs:

This function allows you to see which references have completed the survey(s) sent to them and send reminders to the references if they have not completed the survey(s).

- ❖ When you select “Manage Jobs” a box will open
  - ❖ Reference Status tells you if the survey has been completed:
    - ❖ Pending – Needs to complete the survey
    - ❖ N/A – has previously completed the survey
    - ❖ Returned – survey has been completed



- ❖ If the status is “pending”, the “paper airplane” icon will be blue and can be clicked. Clicking the icon will send the survey link to the reference.

## Application Updates: References

### Reference Reminders...

- ❖ Professional References are needed for the application. Co-workers, managers, supervisors, etc., individuals that can attest to your work history and work ethic.
- ❖ The applicant will need to monitor their account for completion of the surveys.
- ❖ References used on multiple applications, may receive more than one survey. It is recommended they complete both surveys.
- ❖ If a reference is having difficulty with completing a survey, make sure they are using a compatible device. Surveys CANNOT be completed using a phone. References will need to use a laptop, desktop or a tablet to complete the survey.
- ❖ When a reference successfully completes a survey, they will receive an email confirmation within a couple of minutes.
  - ❖ If they do not receive a confirmation, the survey did not submit successfully.
  - ❖ It is recommended they try clearing the cache and cookies on the device they are using. They can then use the same link to attempt the survey again.

**IMPORTANT:** your references will need to communicate with you about any difficulty with the survey. The applicant can reach out to Human Resources, if the above information does not provide a resolution.

**NOTE:** Human Resources is not permitted to discuss an applicant's information with anyone other than the applicant.