Creating an Application Profile in TeacherMatch and Applying

Application Support: 877.974.7437
Before you get started you will need the following:

- A personal email address such as Google, Yahoo, Hotmail, etc. *If you are a current CCS employee do not use your county email.*
- References- 3 references required to complete the application along with their email addresses if possible.
- Current Resume you can upload.
- All jobs require some type of additional documents to be uploaded into the application. Review the CCS/HR website for more information on which documents you will need.

[hr.ccs.k12.nc.us](http://hr.ccs.k12.nc.us)
Open a new Google Chrome Tab for Login page: nc.teachermatch.org

- First Time Users will click on “Sign Up”

1. This is the only time you will click on Sign Up.

- If you already created a profile, simply enter your email address, password and “Login”.

- Skip to page 8 for applying.
First Time Users: Creating a Profile

- Enter legal first and last name, along with a reliable email you frequently use.
- Create a password you will remember
- Click the box- “I’m not a robot”
- Click Sign Up

**CCS Employees**
Do not use your county email
First Time Users: Creating a Profile

- The following message will appear.
- It can take a few minutes for the authentication link to be sent to your email Inbox.
- Check your spam folder as it can sometimes skip the Inbox.

You have been successfully registered with TeacherMatch.
We have sent you an email with login details and an authentication link.
Please check your email to authenticate.
If you did not receive the authentication email, please check your spam box
or please send an email to us at
First Time Users: Creating a Profile

- Click the link to verify your email address

- Now you are ready to login with your new profile
  1. Back at the sign in page you will enter the email address and new password you created.

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Dear Suomi Morris:

Welcome! You have now completed the registration process for NC School Jobs powered by PeopleAdmin.

Click here to verify your email: [https://nccloud.teachmatch.org/443/verify.do?key=456423&sid=1296](https://nccloud.teachmatch.org/443/verify.do?key=456423&sid=1296)

Your Login Email is: suomimorris@myemail.com

Your password is the one you chose during the sign up process. If you forgot your password, simply click the “Forgot Password?” link on the Login Page. If you want to change your password, click on the Settings link under your name in the upper right of your screen after you login.

Welcome!

Client Services Team

You are receiving this email from an automated system. Please do not reply to this email. If you need assistance, please email us at clientServices@teachmatch.com or call (800) 980-0011.
First Time Users: Creating a Profile

Setting up Preferences:
1. **Geography** - select all
2. **Type** - choose at least Public
3. **Regions** - choose at least South
4. **Skip Keywords** - leave it blank

Upload your Resume
1. You are able to update it any time

Click “agree” to sharing profile with CCS
1. By not selecting “agree”, you limit the ability of those hiring to view your application

Save by clicking on Green button
1. You are able to update it any time
2. Setting up a profile is only done once.
First Time Users: Creating a Profile

- This is the Dashboard. You are ready to start entering in your personal information.
  1. Click on **Portfolio**—either icon can be used.
  2. You are able to update your info at any time through this same path.

- This section will hold a record of all jobs you applied to.
  1. **Job Applications**
First Time Users: Creating a Profile

- Complete all 5 sections of the application.
  1. Personal
  2. Academics
  3. Credentials
  4. Experience
  5. Affidavit

- Use your legal name
  1. It should match what is on your Social Security Card.

- The ✶ means it is a required section.
  1. Remember to save each screen as you go.

Having issues with the application? Contact TeacherMatch Tech Support at 877.974.7437 or email applicants@teachermatch.org
First Time Users: Creating a Profile

**Academics Section**
1. Use the +Add School button and the box will expand
2. Enter in name of the HS or College attended
3. If your school does not show- use “other”.
4. Click +Add School for next College Info, repeat process as necessary.
5. **Upload section:**
   - A. HS or college transcript for Clerk / Lunch Monitor
   - B. College transcript for TA/Support Assistant
   - C. Official transcript for licensed teachers, OT or OT-A’s, PT or PTA’s, SLP or SLPA’s, and Residency Candidates.

Click on the Blue “Save Section” button when you are done, followed by the Green Save and Continue.

**NOTE:** For Clerk or Custodian, a copy of GED certificate or Diploma can be used. Upload the copy.

**Residency**- upload copy of official Bachelor transcript. Transferred courses on Bachelor’s means an official transcript from these colleges are also needed.
First Time Users: Creating a Profile

- **Credentials Section**
  1. Use the **Add** button and the box will expand.
  2. This section is geared towards the licensed teacher.
  3. Those applying only to Classified jobs and are **not** licensed as a teacher:
     A. Click on the drop down box and choose, “**I do not have any Certifications**”.
     B. Click on the **Blue** Save Section button, followed by the **Green Save and Continue button**
     C. Skip to page 13.

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First Time Users: Creating a Profile

- **Credentials Section - for Educators**
  1. **Licensed Teachers** - fill in the sections.
  2. Use, "NCDPI" for NC licensed teachers in the box as shown.
  3. You license info on file with DPI should auto-fill if you keyed in your Social Security number at the beginning of the application.
  4. Use the +Add button for additional entries.

- **Teacher License Upload Section**
  1. Click on "Choose File" to upload a saved copy of your teaching license.
  2. NO URL Link
  3. Save Section, Save Page
First Time Users: Creating a Profile

- **Experience Section of App**
  1. Upload Resume here

- Click on **+Add** for box to expand.
  1. Enter Work History information
  2. Use the **+Add** for each entry needed.
  3. Save the section, save the page when done.

You’re almost done!
First Time Users: Creating a Profile

Affidavit Section - Read and Confirm
1. Click the button that you have read the terms and conditions and confirm.

Dashboard - You will be redirected back to the Dashboard
1. An auto-generated email will be sent to the email you created this profile, letting you know the process is complete.
Finding Jobs in TeacherMatch
1. From the Dashboard, click on the “see all” button in the bottom right section.
2. All jobs you apply to will be shown here.
3. The “Status” button indicates whether or not you completed the process. Any “Incomplete” status means you must take action to complete.

You are able to update your Profile at any time by clicking on the Portfolio button. Advance through each screen remembering to save as you update.
Applying to Positions

1. Type in Cumberland County Schools under District.

2. For Open Recruitment Folders, Type Human Resources under School/Department. Click Search.

3. To apply to a specific job, type the hiring school name under School/Department Name.

4. When you find a job you are interested in, it’s a good idea to contact the school first to ensure it’s still available.

5. If the job is available, click on the icon to apply.

Open Recruitment Folders are used when schools are looking for more candidates. There is a folder for all categories.
Applying to Positions

1. This page shows some detail on the job you are about to apply to.

2. Notice the paperclip icon under **Job Description**—click on the icon for more information on applying to this particular position.

3. Click **Apply** either at the top or bottom of the page.

**NOTE:** Some jobs will ask for you to upload additional documentation.
Applying To Positions

1. Skip this box entirely- click "Continue"

**DO NOT Click** on, "I am currently an employee of this District", even if you are a CCS Employee.

2. Review the information using the scroll bar on the right.

3. If you are missing any required information it will not allow you to leave this page until fixed.

4. Click on the Green **Save & Continue** when you are ready.
Applying to Positions

Answer all Qualifying Questions (Mandatory Declarations)
1. If YES is selected, an explanation is required.
2. Click "Continue" when complete.

Review & Continue
1. Review the Certification & Release of Liability Affidavit.
2. Click Continue to complete.

You are done!
Applying to Positions

Thank you for applying to Cumberland County Schools

For any issues with this application including uploading documents, contact TeacherMatch Tech Support at: 877.974.7437 or 855.980.0511.

- Advertised Jobs: You must apply and upload all documents requested by the end date in order to be considered for the position.
- Non-Advertised jobs: Upload documents and contact school to ensure job is still available. Schools review and hired directly.