HOW TO LOGIN AS AN ADMINISTRATOR TO EDZAPP

1) Launch either Internet Explorer or Firefox web browser and navigate to the following URL: https://www.edzapp.com/district/user/login.aspx

2) Enter the District Code and your Username and Password. If you do not know your login, please contact 4J Human Resources.

3) Check the box “Keep me logged in” or you will timeout of EdZapp. (Please remember to logout when you are finished.) Then click the “Sign-in” button.

REVIEWING YOUR APPLICANTS

1) Click on the 'Custom Searches' tab
2) Click on either the Licensed Applicant Search or Classified Applicant Search depending on the type of posting you want to access.
3) Under the Job Posting Section find and select the posting you want to access and click the Submit button for the complete list of applicants (you can select additional search criteria if you want to filter your group of applicants).
4) Once in your applicant pool, click on the applicant's name to look at application information.
5) For applicants that were interviewed, select the 'Tracking' link, and click on either 'Internal Interview' or 'External Interview'.
6) Fill in all fields and click the ‘CREATE’ button.

IMPORTANT:
Remember, for licensed postings, you must interview Internal Applicants whose 4J Employment Status is **Contract** or **Probationary 3**. (Temporary status licensed employees *may* be interviewed, but are not guaranteed one.)

When you are about to fill in your interview form, if you see that the interview form has already been filled in by another administrator, click the ‘NEXT’ button until a new blank form appears. Please do not update or delete forms that have been filled out by other administrators.

If you have any questions regarding the applicant/hiring process, feel free to contact Jason Mak or Diana McElhinney in Human Resources at 790-7660.