Step 1: Click on “New User” link, if you have already created a user name and password, click on the “Sign In” link. See additional quick and easy guides for help.
CREATE USER PROFILE (EXTERNAL):  
(CONT’D)

Employment Verification

Jefco Public Schools needs to perform a data validation check prior to continuing with the application process. Please enter the last 4 digits of your social security number and your date of birth below. Note that this data will not be stored or used for any purpose other than this validation. You may be asked to provide this information again later in the application process.

*Last 4 of SSN
*Date of Birth

Submit

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Step 2: Enter your Last 4 of SSN
Step 3: Enter Date of Birth (Example date: 12/31/2000)
Step 4: Click on the “Submit” button

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Account Information

*User Name
Please select a password that:
1. Has a minimum of 8 total characters with at least 1 digit, 1 lowercase character and 1 uppercase character.
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password
*Confirm Password

Name Format: English

*First Name
*Last Name
*Email Address
*Phone

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Step 5: Fill in all *Required fields, including terms and conditions, and security question at bottom of page
Step 6: Once all *required fields are filled in, click on the green Register button at top of page

Register
Now, you are ready to search for job openings, click on “View All Jobs” – see additional quick and easy guidelines for how to apply.

Need help? Contact the Human Resources Welcome Center at 303-982-6515