

## Summer Selection System Users Guide

Employees can access this application from the Login option on the School District of Philadelphia's web site ([www.philasd.org](http://www.philasd.org)). Employees will log in using their email user name and password to gain access to their list of applications.

Once you log in to view your list of applications, look for the following icon:



The application will allow you to select in order of preference as many programs or schools you would like to work for this summer. The Office of Talent will honor placements based on summer seniority in the program you have selected.

### STEP 1

Once you launch the application, you will be presented with an acknowledgement page. Please read the information and click the box that states: I have read the Summer Program acknowledgment. Then click on Continue.

At the top of the page, there is an Applicant section. Your information will automatically appear including your current school, seniority dates, area of certification (for teachers) or appointment (for non-instructional employees), email and phone number. If any of this information is incorrect, please email [summerquestions@philasd.org](mailto:summerquestions@philasd.org) with your concerns.

Once you move on to the Summer Program Selection Process in Step 2, you will notice that your summer seniority in each program is already calculated. You are able to apply to programs in which you do not have seniority. Placement will occur based on summer seniority and availability of positions within your certification or appointment area in each program. If you do not have any seniority in a specific program and you select YES to that program, you will be considered after all of the candidates with seniority have been placed and there is still a need in your area of certification or appointment.

### STEP 2

You **must** make a selection for each program. You **must** select **YES** or **NO** indicating if you want to participate in the program. You **must** click on **CONFIRM** after your selection. If you do not, you will not be able to move onto STEP 3.

If you click on **YES** and then **CONFIRM**, two boxes will appear. The first box to the left will say **ADD**. This is a drop down box of your area/s of certification or appointment. The other box to the right will have a listing of the schools that currently have positions matching your area of certification or appointment.

If you are a teacher with multiple certifications, you may choose to work in any of your certification areas when making a selection of a program and a school. You are not required to only select from your current area of appointment. You may only select from certifications that are currently reflected in this system, not certifications that you have pending.

Once you select your certification and a school you **must** click on **ADD**. The system will then show your selection including you area of certification or appointment, your school selection and the order of preference. **Please make your selections in order of preference.** Based on the availability of the positions and based on your seniority, your first choice may not be honored, so placement will move to your second selection and so on. Please select up to a minimum of 3 choices in order of preference, if available. We recommend selecting as many schools available in order of preference. If you only make one selection and that position or school is not available, you will not be offered a position for this summer. Do not limit yourself by only making one selection. If you are interested in a specific school and it does not appear on the list, then that school is not hosting any summer opportunities or it does not have vacancies in your certification or appointment area.

If you mistakenly select a school and clicked on **ADD**, you are able to go back and then click on the circle (radio button) that appears in front of the area of certification, then click on **DELETE**, which appears next to the **ADD** button. Once you do that, it will delete and your other selections will remain.

### **STEP 3**

Please review all of your selections and make sure that you see a green check mark with the words **Completed** at the bottom of the list of summer programs. If you see a red **X** and **Incomplete**, then you have not completed the process and will not be considered for any selections. Once completed, you may click **log out** on the bottom of the page. Once you **log out**, you have officially submitted your selections.

If you want to change your selections through, you are welcome to do so. Once the on-line system is closed, **you will no longer have the ability to make any changes to this system or to your request.**

The Office of Talent will contact you by email confirming your placement for summer opportunities. You will receive an email to your school district email account with a confirmation of what school and what program you are scheduled for this summer. If you are not placed, you will also be notified.

Please refer to the FAQs for questions concerning the specifics of each program.

Email any other questions to [summerquestions@philasd.org](mailto:summerquestions@philasd.org).