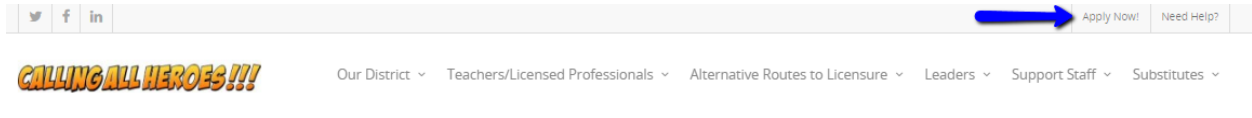


Instructions for Creating a SearchSoft Account Support Staff

The steps below are only for those who have NEVER created a SearchSoft account

1. Visit www.teach.vegas and click on 'Apply Now' to create your SearchSoft Transfer Application.



2. Click 'CREATE ACCOUNT'.

User Login

Username

Password

LOGIN

- or -

CREATE ACCOUNT

[having trouble logging in?](#)

3. Select 'Transfer Login' and then click 'CREATE ACCOUNT'.

Select Account Type

Standard Login

Select this if you are an external applicant (not a current part-time or full-time employee) and/or seeking an administrative position (whether or not a current employee).

Transfer Login

Select this if you are a current employee (part-time or full-time).

CREATE ACCOUNT

Instructions for Creating a SearchSoft Account Support Staff

4. Complete all required fields indicated with a red asterisk (*). Be sure to select 'Support' as the Applicant Type. Click **SAVE AND NEXT**.

* First Name

Middle Initial

* Last Name

* Social Security Number (no dashes) [\(Help\)](#)

* Email Address [\(Help\)](#)

* Confirm Email Address

Administrative <ul style="list-style-type: none">Principals, Assistant Principals, and DeansCoordinatorsDirectors	Licensed <ul style="list-style-type: none">TeachersCounselorsLibrariansNursesOccupational/Physical TherapistsSpeech Pathologists
Support Staff <ul style="list-style-type: none">Clerical Staff (Secretaries, etc.)Paraprofessionals (Instructional Assistants, etc.)Transportation (Bus Drivers, etc.)MaintenanceFood ServicesSchool PoliceStudent Workers	

If unsure of which application type to select, please refer to the job description.

* Applicant Type Administrative
 Licensed
 Support

* Username [\(Help\)](#)

* Password Password Strength

Passwords are case sensitive and must be at least 8 characters long. Your password can not be identical to your username. [\(Help\)](#)

Passwords are case sensitive

* Confirm Password

You must click the "Save and Next" button in order for your changes to be saved.

5. Click 'Login' to access your application. Enter your Username and Password and click 'LOGIN'.

Success

User account creation successful!

User Login

Username

Password

- or -

Instructions for Creating a SearchSoft Account Support Staff

6. Click 'Accept' to accept the Certification and Acknowledgment.

Certification and Acknowledgment

Each time that I save this online application, I am certifying that the information, statements, and documentation submitted on or in conjunction with this employment application are true, correct, complete, and accurate as of the date and time this online application is saved.

I acknowledge and understand that any false, misleading, or incomplete statement, misrepresentation, or omission of fact made in conjunction with this employment application shall result in my immediate removal from consideration for employment or my dismissal.

I acknowledge and understand that before any employment contract becomes effective, I must personally comply with the Immigration Reform Act of 1986 and I must possess and produce any required license from the Nevada Department of Education.

[Notice - If you decline to make this certification and acknowledgement, you will not be allowed to edit any of your application information. You will be immediately logged out of the system and sent back to the login screen. You must make this certification and acknowledgment each time you make changes this online application.]



7. Click on 'My Application'



8. Fill out all areas with a red asterisk (*) on the Contact Information page. Under Employment Information click Transfer Application Type and select 'Seeking another position'.

Contact Information

*Social Security Number (no dashes)

Courtesy Title (optional)

*Legal First Name Middle Initial *Legal Last Name

*Street *City *State *Zip Code

*Permanent Street *Permanent City *Permanent State *Permanent Zip Code

*Preferred Phone (000-000-0000) Phone Type:

Alternate Phone (000-000-0000) Phone Type:

*Date Available *What is the highest level of education you have completed above a high school diploma?

*How did you first learn of a position with CCSD?

Email is CCSD primary method of contact. Keep your email address up to date and check it regularly.

*Preferred Email Address (Help)

Employment Information

Transfer Application Type

Select one

- Required to fingerprint per SB 287
- Returning from a leave
- Seeking another position

Instructions for Creating a SearchSoft Account Support Staff

9. Click 'SAVE AND NEXT' at the bottom of the form.

You must click the "Save and Next" button in order for your changes to be saved.



10. Select 'Civil Applicant Waiver' from the tabs on the left.



11. Complete the 4 (four) required fields. If this page is already complete, only update field 4 with today's date.

1. Birth Date
2. 'Yes' Checkbox
3. Your Name
4. Today's Date

1

Type your Birth Date here

Civil Applicant Waiver

[PRINT](#) this page.

Only sign and date this form if you are required to fingerprint per SB 287 and are a substitute/temporary employee applying for full time status.

First Name	Last Name	Middle Initial	Social Security Number (no dashes)	Birth Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by Clark County School District that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:
16.34 - Procedure to obtain change, correction or updating of identification records. If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
3. Based on 28 CFR § 60.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

2

Click 'Yes'

3

Type your name here

4

Type Today's Date here

Applicant E-Signature (type name here)
Entering your name in this field constitutes an official signature on this form.

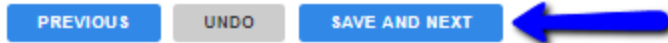
Today's Date

This waiver is valid for one year from the date entered in the "Today's Date."

Instructions for Creating a SearchSoft Account Support Staff

12. Click 'SAVE AND NEXT' at the bottom of the form.

You must click the "Save and Next" button in order for your changes to be saved.



13. Log out of your application by clicking the blue circle with the arrow in the top right corner of the screen.

