

WNYRIC APPLICANT TRACKING

Amherst Central School District

Applicant
Create
Account
Steps

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WNYRIC Applicant Tracking – Amherst CSD

Applicant – Steps to Create Account

Click or copy/paste url to your web browser:

https://wnyric.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00005387

Click the blue Create Account button

WNY Schools

Sign Up

Step 1

Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

Step 2

Complete your Application

You may exit the program at any time and return to complete it at your convenience.

Step 3

Apply for Open Positions

Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and select the jobs for which you would like to apply.

Standard Application

Applicant User Name

Password

Login

- or -


Create Account

[Having trouble logging in?](#)

Available Jobs

Click to view open positions in the following job categories

Certified
Classified



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Add Applicant - Disclaimer

Begin by completing all required records with a red (*)

Type in the following info:

- ***First Name** – required record to be completed
- Middle Initial – optional record
- ***Last Name** – required record to be completed
- Social Security Number (preferred, no dashes) ([Help](#)) – optional record
- ***Email Address** ([Help](#)) – optional record
- ***Confirm Email Address**

- Applicant Type – Descriptions
- Check radio button for Certified application
- Check radio button for Classified application
- *Applicant Type – Click Certified, Classified
- *Username ([Help](#)) – create Username, all valid usernames must be between 6 and 16 characters in length
- Click the blue ([Help](#)) to learn username parameters
- *Password – create Password, Passwords are case sensitive
- *Confirm Password
 - Click the Save and Next button
 - Click Cancel button to Cancel
 - Click Undo button to Undo

Please Note: Write down your username and password for future reference. Access will NOT be granted to the system without a correct username and password. Also note that the password is case sensitive.

Add Applicant Disclaimer page:

Add Applicant

Disclaimer

By submitting this form, I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize selected district members to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with this application.

In the event of employment, I understand that false or misleading information given in this application or interview(s) or any omission of information may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the School District.

*** Please write down your username and password for future reference. Access will NOT be granted to the system without a correct username and password. Also note that the password is case sensitive.

* First Name

Middle Initial

* Last Name

Social Security Number (preferred, no dashes) (Help)

* Email Address (Help)

* Confirm Email Address

Applicant Type	Descriptions
Certified	These include teachers, administrators and other positions requiring certification through NYS SED.
Classified	These include non-certified school support services such as technical positions, program coordinators, nurses, aides, bus drivers, maintenance personnel, and other related positions.

* Applicant Type Certified Classified

* Username (Help)

* Password
Passwords are case sensitive (Help) Password Strength

* Confirm Password
Passwords are case sensitive

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

Disclaimer Completed Required Records

- Click Save and Next upon completing all required records
- Click Cancel to Cancel
- Click Undo to Undo

Add Applicant

Disclaimer

By submitting this form, I certify that the information given in this application is true and complete to the best of my knowledge.

I authorize selected district members to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with this application.

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*** Please write down your username and password for future reference. Access will NOT be granted to the system without a correct username and password. Also note that the password is case sensitive.

* First Name ←

Middle Initial

* Last Name

Social Security Number (preferred, no dashes) (Help)

* Email Address (Help) ←

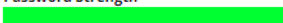
* Confirm Email Address

Applicant Type	Descriptions
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* Applicant Type Certified ← Classified

* Username (Help)

* Password
Passwords are case sensitive (Help)

Password Strength 

* Confirm Password ←
Passwords are case sensitive

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

←

Success page message

Click the Login button to login to your WNYRIC Applicant Tracking on-line application

Success

You have successfully created a user account. This account allows you to enter the application system at any time to submit your application information.

By clicking the Login button below, you will be taken into the application system. From there you will be able to complete the application.

NOTE: If you are unable to complete the application, you will need to remember the username and password that you just created. Your user account will enable you to log back into your application to finish any incomplete sections or to update any of the information that may have changed.



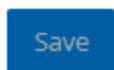
Account Recovery Questions

- WNY requires that you choose and respond to 3 security questions

Account Recovery Question Setup

To help you recover your account in the future, WNY Schools requires that you choose and respond to 3 security questions.

Choose a Question	▼	<input type="text"/>
Choose a Question	▼	<input type="text"/>
Choose a Question	▼	<input type="text"/>



Recovery Question Options

- Click Question one drop down arrow to see question choices and click to highlight and select one
- Type your response in the blank record
- Repeat these steps for questions two and three
- Once all three questions have been answered, be sure to click the Save button
- Note: Be sure to write down your security question responses
- Hint: Choose one simple response for all three statements for easy recall when prompted by the system
- Examples: favorite color, favorite place to visit or favorite restaurant

Account Recovery Question Setup

To help you recover your account in the future, WNY Schools requires that you choose and respond to 3 security questions.

What was the make of your car? ▾	Volkswagon	←
What is the name of your first teacher? ▾	Ms. Teacher	←
In what city was your mother born? ▾	Amherst	←

Save ←

Disclaimer page

- Disclaimer page displayed following the click of the Save button for the Account Recovery Question Setup page
- Click the [Accept](#) in blue lettering (bottom left) of the page to Accept the Disclaimer
- Click the [Decline](#) in blue lettering (bottom left) of the page to Decline the Disclaimer

Disclaimer

At the time this form was prepared, it was in full compliance with our understanding of all applicable regulations.

I understand that this application will be available for review by the school districts that I selected from the list of WNY School Application System consortium members. By submitting this form, I hereby certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief. I understand and agree that: (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, then the district will reject my application; (2) if any false information is furnished, then I will be ineligible for any future consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the district, I then may be dismissed from employment, criminally prosecuted, and, if I am certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

I understand that in order for the school district to determine my eligibility, qualifications and suitability for employment, the school district will conduct a background investigation if I am considered for an offer of employment. This investigation may include but not be limited to: asking my current and former employer(s), my professional colleagues, and educational institution(s) that I have attended about my education, training, experience, qualifications, job performance, professional conduct and evaluations; reviewing public sources of information such as the newspaper or the world wide web (internet); and confirming my dates of employment or enrollment, position(s) held, reason(s) for leaving employment, whether I would be rehired, reasons for rehiring (if applicable), and similar information.

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation and for that information to be electronically attached to this application. I hereby release and hold harmless any party or any agent acting on behalf of a party from any claim, suit or demand of any kind and from any and all liability by reason of providing, requesting or accessing such information. This includes school districts to whom this application is submitted. It also includes my current or former employers or educational institutions, and their agents, officers and employees who in good faith review or furnish written or oral references provided in connection with my application. I also understand, that I am required to abide by all rules, regulations and policies of the school districts participating in the WNY School Application System Consortium.

APPLICANT NOTE: You may still be required to fill out additional paperwork.

Accept

Decline



Accept Disclaimer

- Once [Accept](#) is clicked for the Disclaimer page next page will display to begin completing your application

***Note:** Please see **How to Complete Application pages and Apply to Job Postings of Interest steps**

Application Help

Welcome to the Online Application System for WNY Schools

Anti-Discrimination: Equal Opportunity Employment Statement

No person shall, on the basis of race, color, religious beliefs (or absence thereof), creed, gender, sexual orientation, national origin, Veterans status, disabled Veterans status, disability, age, marital status, or any other classification protected by law (including, with respect to employees and applicants for employment, genetic predisposition or carrier status), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment, or recruitment, consideration, or selection for same, whether full-time or part-time under any educational program or activity operated by a recipient which receives or benefits from Federal financial assistance.

The districts in the WNY School Multi-District Application System do not discriminate on the basis of race, color, religious beliefs (or absence thereof), creed, gender, sexual orientation, national origin, Veterans status, disabled Veterans status, disability, age, marital status, or any other classification protected by law (including, with respect to employees and applicants for employment, genetic predisposition or carrier status), as defined by law and are in compliance with Title IX of the Educational Amendments of 1972, with Section 504 of the Rehabilitation Act of 1973, and also with any other applicable pertinent Federal and/ or New York State statutes, rules and regulations.

This page will guide you in filling out the online application. If you ever need to return to this page, you can click on "Help."

Please remember to logout when you are finished.

Starting Your Application

First, you will need to enter some general information about yourself. You can do that by clicking "Application." Fill in the information requested and move to the next page by clicking the "Save and Next" button. If you do not click the "Save and Next" button, the information on the current page will not be saved. Once you have filled out every section of the application you can move to different areas by using the menu located above the application.

Changing Your Account Information

To change your account information, simply click on "Account Information." You may change information such as your username and password. Be sure to follow the instructions where given. Please note that if you change your username and/or password, the next time you log in, you will need to enter the updated account information.

Expressing Interest in a Posted Job

To view a list of posted jobs please click the "Jobs" then click on the "All Jobs" link in the left menu. If you are interested in more detailed information on a particular job, you can click the View/Apply link beside the listing. To express interest in the position click the "Apply for This Job" button.


Adding An Attachment

To add an attachment, click on "Application." Then click on the Attachments link on the upper menu. From this screen, click add. This will take you to a form that will let you add an attachment. Choose the attachment type, click the browse button and locate the file on your computer, enter in the body of the attachment, and finally click on "Save and Next" to add the attachment.

Required Fields

Fields that are required are marked with an asterisk - *. If these fields are left blank, your application will be

Application Logout

Logout icon – 

To access Help Center or Chat Support – Click icon top right of the page

Help and Chat Support

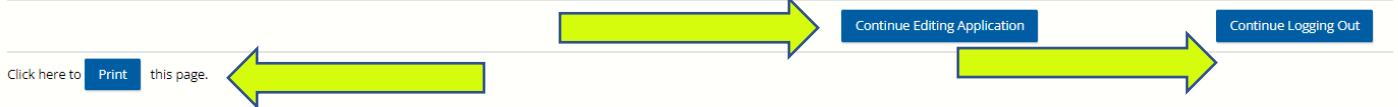
When you click the Logout icon the next page that will display will list pages that have required records to be completed

- Click the Continue Logging Out button if you would like to logout
- Click the Continue Editing Application button if you wish to continue
- Click the Print button to Print your application

Your application is incomplete.

An email has been sent to atest@test.com listing the incomplete items in your application.

	Problem	Location
Missing value for Have you ever been convicted of a crime (felony or misdemeanor)?	Background Information	
Missing value for Home Phone Number (000-000-0000)	Address	
Missing value for Street Address	Address	
Missing value for Have you been terminated from any employment or asked to resign to avoid termination or discipline?	Background Information	
Missing value for Are any criminal charges or proceedings pending against you?	Background Information	
Missing value for When are you available to start work?	General Information	
Missing value for Zip Code	Address	
Missing value for Full Time	Employment Preferences	
Missing 1 Record of Educational and Professional Preparation record(s). The number required is 1 .	Record of Educational and Professional Preparation	
Missing value for Are you legally eligible for employment in this country?	Background Information	
Missing value for Have you been fingerprinted and cleared for employment in a school district or BOCES in NY State in the last 5 years?	Background Information	
Missing value for Part Time	Employment Preferences	
Missing 3 References record(s). The number required is 3 .	References	
Missing 1 Experience record(s). The number required is 1 .	Experience	
Missing value for Have you ever resigned from any employment at the request of any employer to avoid denial of tenure, discharge, or any other disciplinary action?	Background Information	
Missing value for State	Address	
Missing value for Have you ever resigned from employment after being told that you will be dismissed, disciplined, or denied tenure?	Background Information	
Missing value for Are you applying for a Substitute Position?	Employment Preferences	
Missing value for If you have been convicted of a crime, have you been issued a certificate of relief from disability?	Background Information	
Missing value for City	Address	
Missing value for Are you applying for an Administrative position?	Employment Preferences	
Missing value for Have you ever entered a plea of guilty to a criminal charge other than a minor traffic offense?	Background Information	
Missing value for Have you ever failed to be re-appointed to any position?	Background Information	
Missing value for Are you a US citizen?	Background Information	
Missing value for Are you a member of the NYS Retirement System?	Background Information	
Missing value for Type here:	Candidate's Statement	



Having trouble logging in?

Please Note: To reset your application password click, [Having trouble logging in?](#) Type in your e-mail address on this page to receive an e-mail for the password reset.

Sign Up

Step 1
Create an Account

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

Step 2
Complete your Application

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WNY Schools

Standard Application

Applicant User Name

cscalzi

Password

Login

- or -

Create Account

[Having trouble logging in?](#)

Available Jobs

Click to view open positions in the following job categories

Certified
Classified



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Do you need assistance logging in?

*Please enter the email address that you believe is associated with your account.

Recovery E-mail

Click on the *Send Recovery Email* button to receive an e-mail with a link to reset your password and recover your account or click *Cancel* to return to the login page.

Cancel

Undo

Send Recovery Email

Recovery e-mail

Type the e-mail used in your application in the blank record to generate a Recovery e-mail for password reset

- Click the Send Recovery Email button to generate Email
- Click Cancel button to cancel
- Click Undo button to undo

Do you need assistance logging in?

*Please enter the email address that you believe is associated with your account.

atest@test.org




Recovery E-mail

Click on the *Send Recovery Email* button to receive an e-mail with a link to reset your password and recover your account or click *Cancel* to return to the login page.

Cancel

Undo

Send Recovery Email



Need Assistance? Have a Question?

- Complete the [Having trouble logging in?](#) above steps when you need to reset your application password
- Or feel free to contact the WNYRIC for application assistance

WNYRIC Service Desk

Phone: (716) 821-7171 to be transferred to our application team staff

Contact Us

Jeffrey Clift

e-mail: jclift@e1b.org

Phone: (716) 821-7052

Toll Free: 1-800-872-0780 Option 2

Carolyn Scalzi

e-mail: cscalzi@e1b.org

Phone: (716) 821-7065

Toll Free: 1-800-872-0780 Option 2