

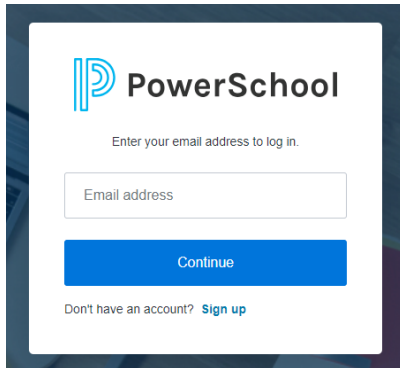


## Haverhill Public Schools

1.15.2025

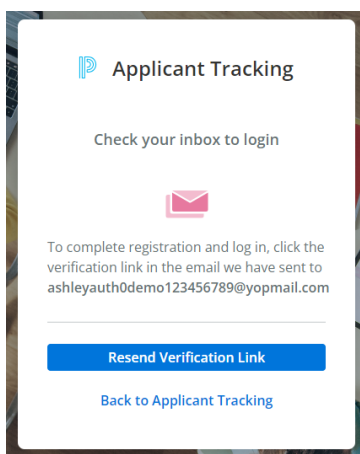
### External Candidates: How to apply to SchoolSpring

*If you have never created a PowerSchool account before, you will need to begin by creating one. Log into [haverhill.schoolspring.com](https://haverhill.schoolspring.com). This will only need to be done the one time and can then be used anytime you are asked to login with a PowerSchool account like in the image below.*

A screenshot of the PowerSchool login interface. At the top is the PowerSchool logo. Below it, the text "Enter your email address to log in." is displayed. There is a text input field labeled "Email address". Below the input field is a blue button labeled "Continue". At the bottom, there is a link that says "Don't have an account? Sign up".

### How to create your new applicant account

1. Select '**Sign In/Register**' at the top of the job board
2. Select '**Sign Up**' if you are a new candidate
3. Enter the **Email Address** that you would like to use and select '**Continue**'
4. Enter the **Password** that you would like to use for your new account and select '**Continue**'
5. To complete registration and log in, click the verification link in the email that was sent to your email
6. In a new tab or browser window please log in to the email you are using and select '**Verify Your Account**'.
7. After you have verified your email address go back to your original window and select '**Back to Applicant Tracking**' to return back to the district job board.

A screenshot of the Applicant Tracking verification screen. At the top is the "Applicant Tracking" logo. Below it, the text "Check your inbox to login" is displayed. There is a pink envelope icon. Below the icon, the text reads: "To complete registration and log in, click the verification link in the email we have sent to ashleyauth0demo123456789@yopmail.com". At the bottom, there is a blue button labeled "Resend Verification Link" and a link labeled "Back to Applicant Tracking".

Once you are back on the district site you will want to select '**Sign In/Register**'

1. Enter the **Email Address** that you used to create your new account and select '**Continue**'
2. Enter the **Password** that you used to create your new account and select '**Continue**'