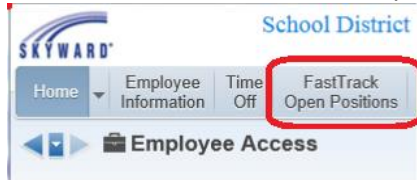


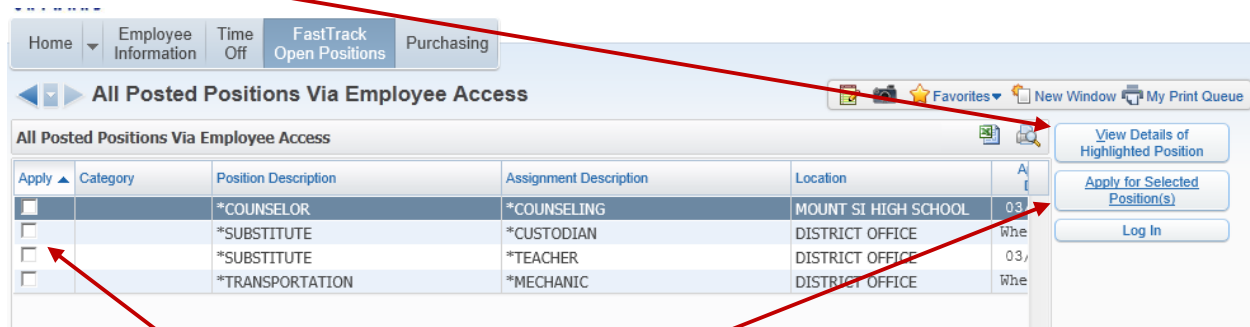
FastTrack Employee Access Guide

How to Apply for district “Internal Only” Job Positions:

Welcome to the FastTrack online application system! As an employee, you will be able to access FastTrack through your Employee Access profile in the Skyward system. Once you get to Employee Access click on the “Fast Track Open Positions” tab.



To view details of a position, highlight the position and click the “View Details of Highlighted Position” link.



To apply, select the position and click “Apply for the Selected Position” link.

From this page you can Log In to your current Profile or create one so you can apply for any “Internal Only” positions. This is the same system everyone uses to apply for jobs in the Ferndale School District but **Employee Access will be the only place to view “Internal Only” positions.**

The first time you use FastTrack you will need to create a profile; even though you have an Employee Access profile. The FastTrack profile is not automatically created. To keep it simple and consistent, consider using the same user name and password as you use for Skyward Employee Access.