Online Summer School Applications

User Guide

Important Reminders:

- Online Applications are for Classified Personnel who currently have or have had an active assignment within the last 12 months
- The system is currently only tested and verified to be accessible via Internet Explorer and FireFox browsers

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Accessing the System

1. Using Internet Explorer or Firefox, access the Employee Portal page via [www.lbschools.net](http://www.lbschools.net) by selecting the Employees dropdown from the top navigation bar and clicking myLBUSD Portal.
2. From the Portal Page click “Applications”.
3. Click the “My Employee Info” tile.
4. Click “PC Summer School Application” tile.
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Completing Your Application

Landing Page
Please read this page carefully for instructions on completing the application process. The deadline for completing an application is Friday, March 17th, 2017 at 4:30 PM.
1. To begin the application process, click “Start Application Process”
2. To leave this module click “Exit”
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Completing Your Application

Employee Info Tab
This tab captures basic information to begin the application including applicant’s personal information and preferred positions for Summer School. Applicant’s may not advance to another tab until this one is complete.

Personal Information:
1. Applicant’s personal information is read only, populating directly from our Payroll System. Should name or address information in this section be incorrect, please click the “Form Download” button. Applicants may fill out the form, sign it and submit it to their payroll clerk.
2. Applicants may enter or amend the personal email address by clicking “Edit” next to the Personal Email. An email will be sent to both the designated school email address and the personal email address if added.
   Note: Adding the personal email address on the application does not change the email in our Payroll system.

Employee Preferences:
3. Applicants may select up to three classification preferences, but a specific position may only be selected one time
4. Permanent or Probationary Status is read only
5. Please indicate if the most recent fully resolved Performance Evaluation was Satisfactory
6. Add Foreign Language (Optional)
Save: Once an applicant completes a tab the applicant may click “Save”. Once the application has been saved, the applicant may leave the application and return to complete it another date prior March 17, 2017 at 4:30 PM.

Exit: Click “Exit” to close the application. If the application has been saved, upon return the application will default to the last saved tab.

Next: This will advance the application to the next tab. Note: Applicants do not have to save each tab before advancing to the next tab, however all of the required information in the that tab has to be completed before advancing to the next tab.

Cancel Application: Once an application has been saved the “Cancel Application” button is enabled, and the application can be cancelled without being submitted. Should the applicant choose to restart an application at a later date, the application process will start from the beginning.
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Completing Your Application

Additional Questions
1. Questions 1 and 2 refer to the current applicant’s district status
2. Question 3 refers to reasonable accommodations
3. Select the options for which applicant is available
4. Applicant may either click “Save” or simply click “Next” to advance to the next tab
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Completing Your Application

Conditions – Page 1
1. Read the Conditions carefully and check the box next to each one
2. Once all conditions are checked, the final checkbox at the bottom will become enabled. Applicants must check this one as well before advancing to the next tab.
3. Click “Next” to advance to the next tab

![Image of summer school application form with conditions list]
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Completing Your Application

Conditions – Page 2
1. Continue to read the Conditions carefully and check the box next to each one
2. Once all conditions are checked, the final checkbox at the bottom will become enabled. Applicants must check this as well before advancing to the next tab.
3. Click “Next” to advance to the final tab to submit the application.
4. Note: You may save your application along the way if desired, but it is not required. The application will be saved upon submission.
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Submitting Your Application

Signature Page
1. Read the Certification of Applicant statement carefully, then check the box if you agree.
2. Once checked, the signature box will populate with today’s date. This date cannot be edited.
3. Click “Submit”
4. An alert will pop-up requiring confirmation of submission. Click “OK” to Submit your application, or “Cancel” to close the alert and return to the Submit tab.
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Submitting Your Application

**Confirmation Page**
1. Applicant will receive an Application Number. Please retain this for your records. An email confirmation will be sent to both the designated work email address, and a personal email address.
2. Click “Print” to print the application.
   - If the application does not print, click back into your browser (Firefox or Internet Explorer) and enable pop-ups (see below). You may need to click Print again once pop-ups are enabled.
3. Click “Exit” to log out of the Summer School Application process
4. **Editing an Application**: Once an application is submitted it cannot be modified. Please refer to the next page for instructions on how to re-submit a new application.

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**Enabling Pop-Ups**

1. A confirmation email has been sent to VSAN@LBSCHOOLS.NET.
2. Click Print to print the application in PDF.
3. Click Exit to close the application.
4. You cannot modify the application already submitted, but you can create another application and replace the one already submitted.
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Reprinting and Resubmitting an Application

1. Applicants may return to their application any time to re-print a copy.

Should an applicant want to change their application, a new application will need to be completed and submitted.

2. Click the “Recreate and Replace” button to initiate a new application
   - This will start the Application Process over from scratch
   - Applicants will be asked to provide a reason for submitting a new application on the Signature Page prior to submitting the updated application.
   - Upon submitting this application, it will replace the previous submitted application
   - Applicants will receive a new application number
   - The Personnel Commission will only review the most recent submission. All prior submitted applications will be archived.
   - An applicant will only be able to print the most recently submitted application.
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Additional Tabs for Instructional Aide Special Only

If the applicant selects Instructional Aid – Special, Instructional Aide Special BL SP, and/or Instructional Aide BL KH option as their classification preference, there are additional tabs and acknowledgements that will be required in addition to the tabs already covered in this guide.

1. Please complete the Instructional Aide Special questionnaire, including current assignment, certifications and specialized training.
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Additional Tabs for Instructional Aide Special, Instructional Aide Special Bilingual, Behavior Intervention Asst (BIA) and Speech Language Pathology Asst (SLPA)

If the applicant selects Instructional Aide Special, Instructional Aide Special Bilingual, Behavior Intervention Asst (BIA) and/or Speech Language Pathology Asst (SLPA) as their classification preference, there are additional tabs and acknowledgements that will be required in addition to the tabs already covered in this guide.

Supplemental Information for Extended School Year (ESY) Assignments
1. Please read all of applicable dates, sites, duty hours information carefully
2. Read the additional instructions carefully
3. Check the box to acknowledge that you have read and understand the information in this tab
4. Click “Next” to advance to the Submit Tab