How do I access job postings (Extra Duty)?

The Employment Opportunities section of the Lawrence Self Service portal is where you will find job postings for LPS. This include general job postings as well extra duty job postings. This articles contains directions on logging in as well as directions on recovering your PIN if you have forgotten it.
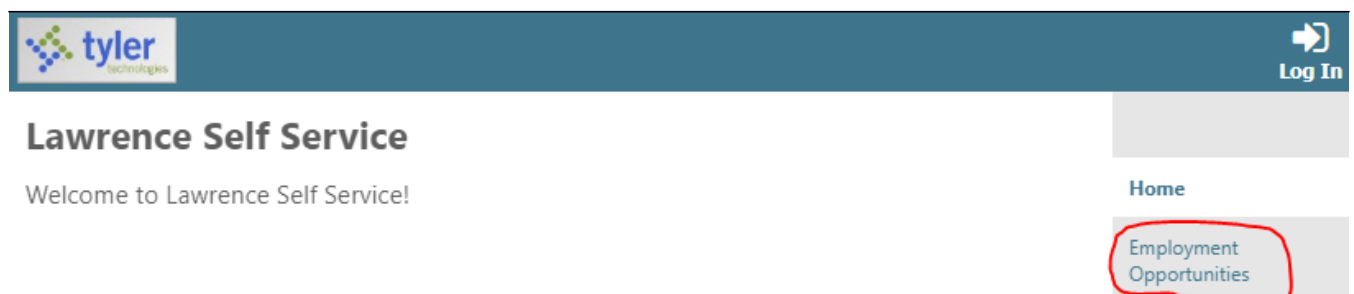
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Logging in to employment opportunities as an applicant

Accessing public job postings

1. Visit The LPS Homepage and choose **Faculty** from the menu, then click on "**Employee Self Service**".

2. At the **Lawrence Self Service** page click on "**Employment Opportunities**".

3. At the **Employment Opportunities** page click on "**Log in as returning applicant**" from the top of the page .

Employment Opportunities

WELCOME TO LAWRENCE PUBLIC SCHOOLS ONLINE APPLICATION!

Please note the following before starting the application:

Tab through the application. DO NOT use "Refresh" or "Back" buttons from your browser while completing the application.

An email address is required. If you do not have an email address, you may set one up at a free site (Yahoo, Hotmail, Google, etc.).

The system will check for errors before reviewing the application; errors will be noted by a red asterisk (*).

Certain fields require specific formats. Please use the following when entering information:

Phone Numbers: 999-999-9999

Date: mm-dd-yyyy

4. At the **Applicant Login** page enter your **first name**, **last name**, **zip code** & **PIN**. Please note that the zip code will need to be the one you used when the applicant account was **originally** created.

Applicant Login

Log in to access your profile information.

Don't have an account? Create a new account.

First name*

Last name*

Zip Code*

PIN*

Click here for PIN reminder

Log In   **Cancel**

5. After logging in you may be taken to your **Applicant Profile** page. Click on "**Employment Opportunities**" on the right to view job listings.
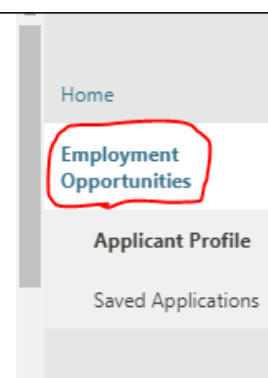
Applicant Profile

General Information

General Information | Eligibility & Status | Education | Work History | Certifications & Licenses | References | Upload Attachment | Custom Codes

Announcements

Welcome to Lawrence Public Schools Applicant Profile Page

Home

Employment Opportunities

Applicant Profile
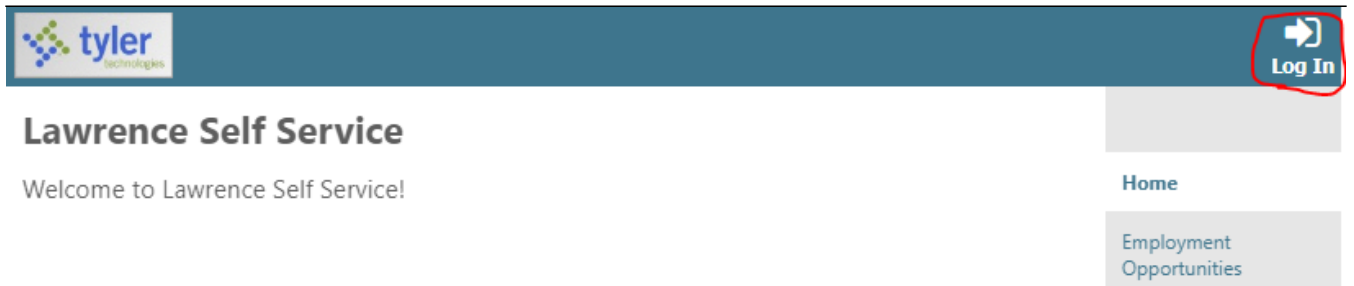
Saved Applications

Accessing district (extra duty) job postings

1. Visit The LPS Homepage and choose **Faculty** from the menu, then click on "**Employee Self**
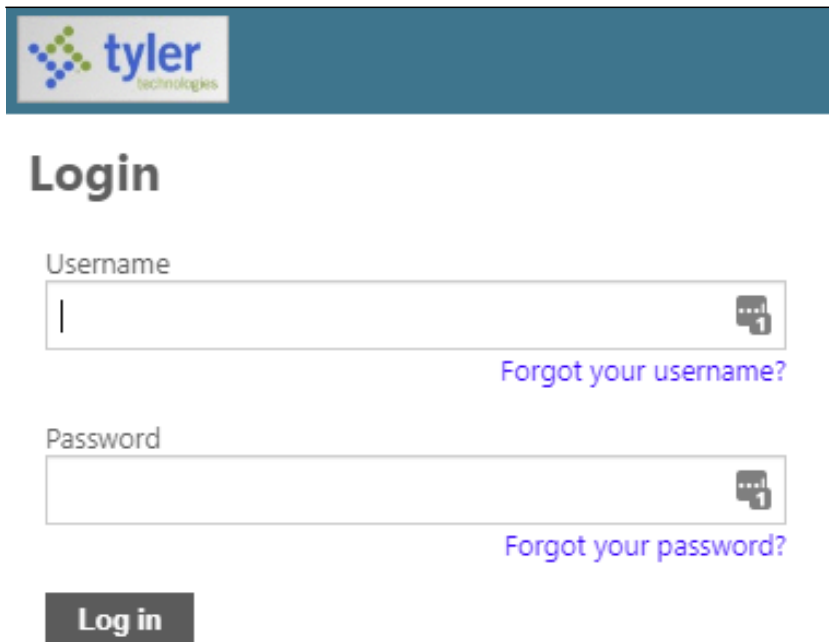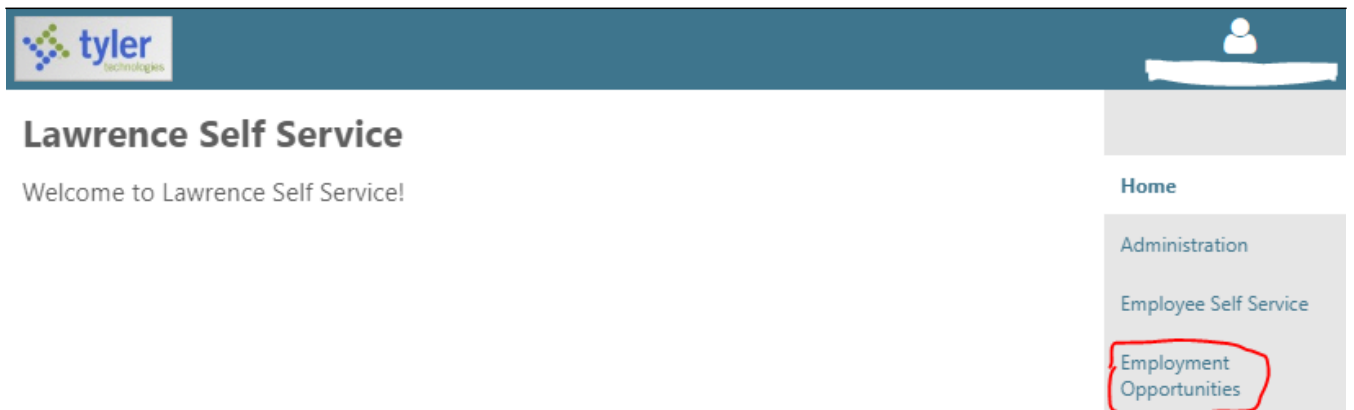
Service".

2. At the **Lawrence Self Service** page click on "**Log In**".

3. Log in to the Employee Self Service using your self service **username** and **password**. If you have issues logging in check out the article on Logging into ESS.

4. After logging into your Employee Self Service account click on "**Employment Opportunities**".

5. At the **Employment Opportunities** page click on "**Log in as returning applicant**" from the top of the page.

Employment Opportunities

Log in as returning applicant | Create new account | Register for email alerts | RSS

WELCOME TO LAWRENCE PUBLIC SCHOOLS ONLINE APPLICATION!

Please note the following before starting the application:

Tab through the application. DO NOT use "Refresh" or "Back" buttons from your browser while completing the application.

An email address is required. If you do not have an email address, you may set one up at a free site (Yahoo, Hotmail, Google, etc.).

The system will check for errors before reviewing the application; errors will be noted by a red asterisk (*).

Certain fields require specific formats. Please use the following when entering information:

Phone Numbers: 999-999-9999

Date: mm-dd-yyyy

6. At the **Applicant Login** page enter your **first name**, **last name**, **zip code** & **PIN**. Please note that the zip code will need to be the one you used when the applicant account was **originally** created.

Applicant Login

Log in to access your profile information.

Don't have an account? Create a new account.

First name*

Last name*

Zip Code*

PIN*

Click here for PIN reminder

Log In   **Cancel**

7. After logging in you may be taken to your Applicant Profile page. Click on "**Employment Opportunities**" on the right to view job listings.

Applicant Profile

General Information

General Information | Eligibility & Status | Education | Work History | Certifications & Licenses | References | Upload Attachment | Custom Codes

Announcements

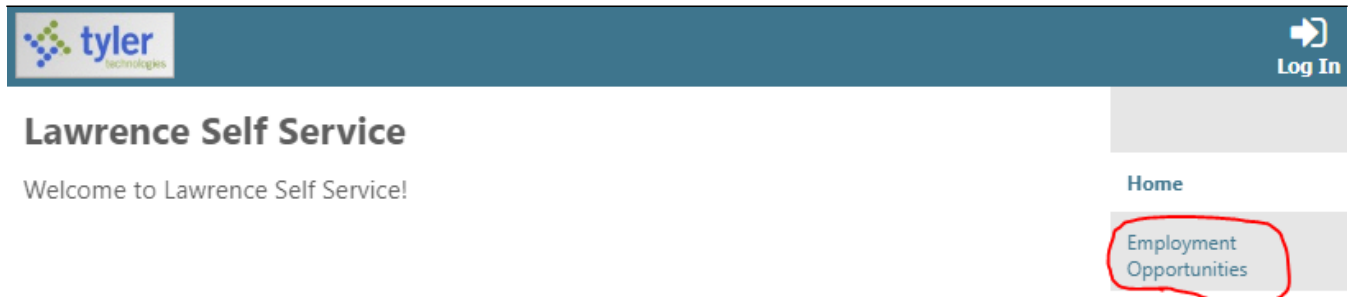Welcome to Lawrence Public Schools Applicant Profile Page

Home

Employment Opportunities
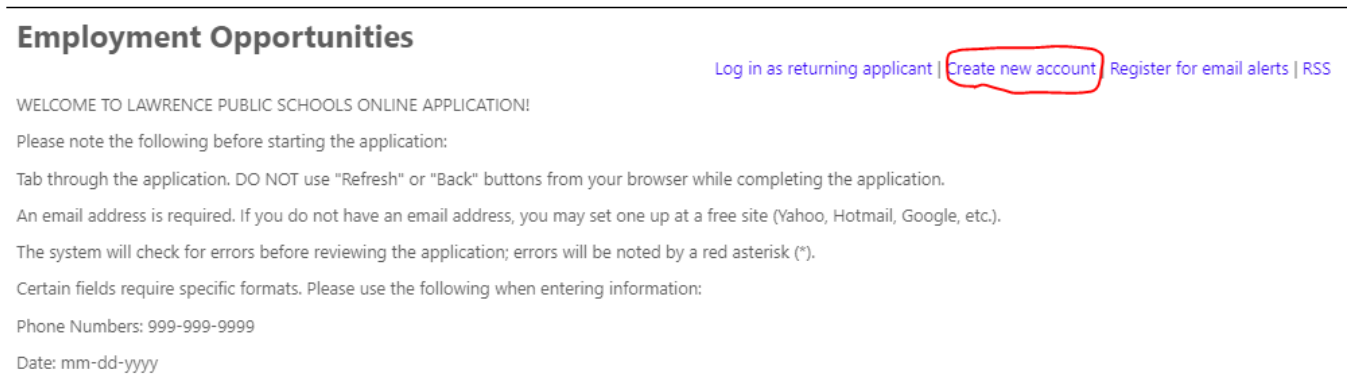
Applicant Profile

Saved Applications

Creating a new applicant account

1. Visit The LPS Homepage and choose **Faculty** from the menu, then click on "**Employee Self Service**".

2. At the **Lawrence Self Service** page click on "**Employment Opportunities**".

3. At the **Employment Opportunities** page click on "**Create new account**" from the top of the page .

4. You will be taken to the account creation page. Fill out the fields using your **first name**, **last name**, **zip code** & **email address**. The email address can be either your personal or work email address.

NOTE: Please be aware of the zip code you enter. The zip code will be used for the sign-in process

after the account is created.

5. Click on "**Create Account**" to finish. You will also receive an email with your PIN that will be needed for the Applicant Login Process
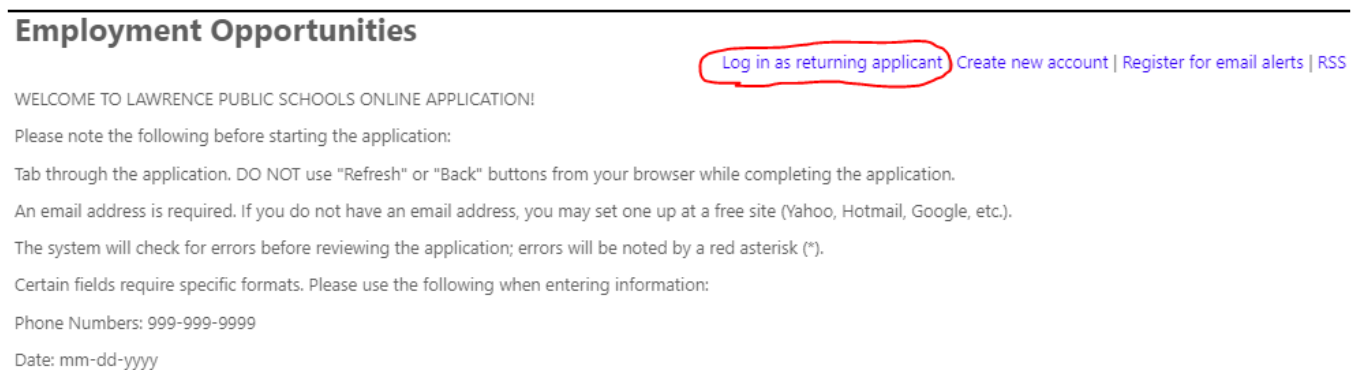
Recovering applicant PIN

1. Visit The LPS Homepage and choose **Faculty** from the menu, then click on "**Employee Self Service**".

2. At the **Lawrence Self Service** page click on "**Employment Opportunities**".

3. At the **Employment Opportunities** page click on "**Log in as returning applicant**" from the top of the page.

4. At the **Applicant Login** page click on the button labelled "**Click here for PIN reminder**".

5. You will be taken to a page where you can enter your email address and recover your PIN. Please note that you will need to enter the email address you **originally** used to create your applicant account. This can be either your personal or work email address.

6. Click "**Send PIN**" to finish. If an account tied to the email address exists an email will be sent to the address containing your PIN.

Applicant PIN Reminder ⅀ Inbox ×

noreply@tylertech.com
to me ▾

Dear

Your PIN number is   , please do not share this PIN with anyone else and please keep this PIN in a safe location.

Sincerely,

Human Resources

Online URL: https://kb.lawrence.k12.ma.us/article.php?id=16