

ON-LINE APPLICATION INSTRUCTIONS

www.mantecausd.net

Manteca Unified School District's only source of employment application is through EDJOIN, a California based on-line system utilized by most California education institutions. Before applying please be sure you have an E-MAIL address. If you do not have an e-mail address you may register for a free address from a server such as www.hotmail.com, or other server of your choice (*Manteca Unified School District does not endorse any particular server*). Manteca Unified provides computers and scanners for our applicants use, located in the Personnel Office lobby at 2271 W. Louise Ave., Manteca.

FOR FIRST TIME EDJOIN USERS:

1. Log on to WWW.EDJOIN.ORG
2. Click "REGISTER NOW!"



3. Continue with #1 below

CURRENT REGISTERED EDJOIN USERS:

1. Log on to www.mantecausd.net
2. Hold mouse over "Job Opportunities" (located in left menu) and select a job category (certificated or classified). Click on a specific position to see additional details about the job.
3. If you wish to apply for a specific job click "[Click Here To Apply](#)" at the bottom of the job posting.
4. Enter your username and password in the area provided.

VERY IMPORTANT: Keep a record of your USERNAME and PASSWORD to apply for future jobs and application updates. If you forget your password you will need to order it from EDJOIN by completing the area just below the quote, "I can't remember my password" or call EDJOIN's Help Desk 1-800-398-9580.

5. Complete application by continuing to each page by clicking **SAVE** and then **NEXT** at the bottom of each page. Do not click the "back" button as you may lose data. You **MUST** enter data in all fields with a red (*) asterisk or questions typed in red. Click **SUBMIT** when you have completed your application. If a **WARNING** sign appears please read the directions and then proceed.
6. A confirmation will follow the submission of your application, as well as another confirmation will be sent to your email address. Please **LOG OFF**. Failure to log off will allow your application to be viewed and used by the next applicant if you are using a public computer.

For additional employment information please call the appropriate person:

Certificated (teaching positions): (209)858-0823

Classified (non-teaching positions) (209)858-0796

Certificated Substitute Teaching Positions: (209)858-0701

Classified Substitute (non-teaching) Positions: (209)858-0815

For EDJOIN technical questions call their help desk at 1(888) 900-8945

www.edjoinhelpdesk@sjcoe.net