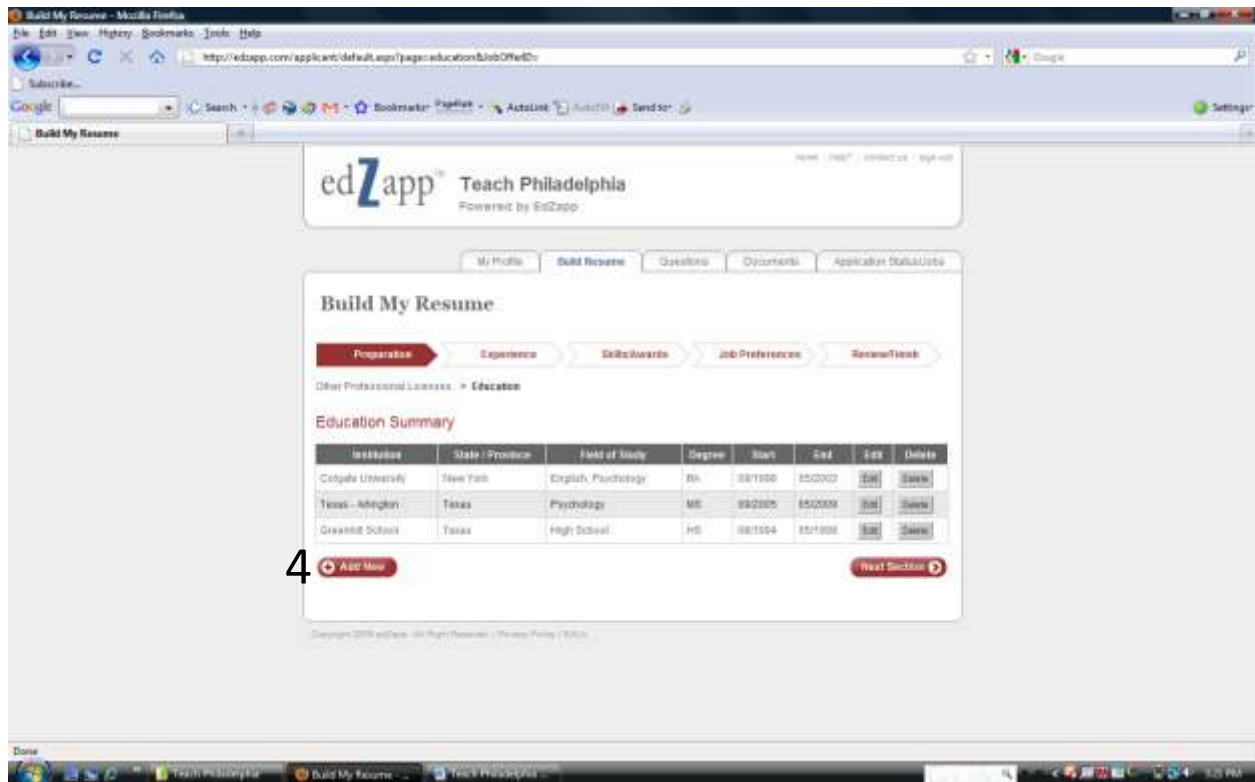


Start filling out your application on the “Preparation” arrow (1). You will first be asked to enter your Professional Licenses and Certificates. If you hold a teaching certificate, you can enter it in this section. Any other professional licenses you hold can be entered here as well. To enter a new license, click on “add new” (2). If you don’t have any licenses to enter, click on “next section” (3).



To enter your educational background, click on “add new” (4). Schools may search for applicants based on this criteria (i.e. individuals with an MED or MAT); therefore, I strongly recommend that you complete it.

The screenshot shows the 'Build My Resume' interface. At the top, there are navigation tabs: 'My Profile', 'Build Resume', 'Questions', 'Documents', and 'Application Status/Job'. Below these is a progress bar with steps: 'Preparation', 'Experience', 'Skills/Awards', 'Job Preferences', and 'Review/Finish'. The 'Education' section is active, showing a form with the following fields and labels:

- *State / Province: A dropdown menu with a 'Choose State First' button. Label 5 is next to the dropdown, and label 6 is next to the button.
- *Institution: A text input field. Label 7 is next to it. A note below says: 'If the above list doesn't contain the item you are looking for, select "Other" and type it in the box below.'
- *Field of Study: A text input field. Label 8 is next to it.
- *Degree: A dropdown menu. Label 9 is next to it.
- Start Date (MM/YYYY): A date input field. Label 10 is next to it.
- End Date (MM/YYYY): A date input field. Label 11 is next to it.
- Currently Enrolled: A checkbox. Label 12 is next to it.
- GPA: A text input field. Label 12 is next to it.
- Notes: A large text area. Label 13 is next to it.

At the bottom of the form are two buttons: 'Save to Resume' (labeled 14) and 'Cancel'. On the right side, there is a 'Help' sidebar with three bullet points and a 'Need more help?' button.

Select the state where your college/university/high school was located (5). Once you have selected the state, you will be able to select from a list of schools (6). If your school doesn't appear on this list, select "other," and then type the name of the school in field (7). Input the field that you studied while you were at this school (this should be the area in which you earned your degree) (8). Select the degree that you earned from this school (9). Input the dates that you attended this institution (10). If you are currently enrolled in school, click on the "currently enrolled" box (11). If available, enter your GPA (12). Finally, feel free to make any notes that you would like a potential employer to see (13). Once you have entered all of your data, click on the "save to resume" button (14).

My Profile

Build Resume

Questions

Documents

Application Status/Jobs

Build My Resume

Preparation

Experience

Skills/Awards

Job Preferences

Review/Finish

Other Professional Licenses > **Education**

Education Summary

| Institution | State / Province | Field of Study | Degree | Start | End | Edit | Delete |
|--------------------|------------------|---------------------|--------|---------|---------|------|--------|
| Colgate University | New York | English, Psychology | BA | 09/1998 | 05/2002 | Edit | Delete |
| Texas - Arlington | Texas | Psychology | MS | 09/2005 | 05/2009 | Edit | Delete |
| Greenhill School | Texas | High School | HS | 08/1994 | 05/1998 | Edit | Delete |

+ Add New

15

Next Section >

Once you have entered all of your education, click on the “next section” button (15). This will take you to the next portion of the application.