

# TeacherTech Application Instructions



## Instructions For Completing Your TeacherTech Application

The system you log into currently is a database and not a typical website. It is essential to the success of your application to print all available instructions and follow them carefully. Instructions are available at [uplinkthefuture.org](http://uplinkthefuture.org), click on TeacherTech, then click on Teachers Essential Information for instructional PDFs.

- To log on go to [uplinkthefuture.org](http://uplinkthefuture.org) and click on the TeacherTech logo to enter the TeacherTech site and click on the Teacher Log On/Registration button.
- Your application will serve as a resume that employers will review—you may only have one current application. You will be able to customize a cover letter for each externship you apply for, but you will do that when applying for specific externships, not while completing your general application.
- To begin filling out your application click on your name under the My Current Application window. This will open your application.
- Once in your application, you **MUST** select the **EDIT** icon in the tool bar to begin entering information.
- Your application is divided into 7 tabs to help organize your data: General/Education, Employment, Skills, Interests, Personal Statement, Other, Submit.
- Click on each tab to enter the appropriate information. Please fill each field out completely as applicable.
- While you are working on your application, it is recommended that you periodically click the **APPLY** icon to ensure that your information is being written to the data system.
- When you click the **SAVE** icon you will save your information and the system will take you back to your main TeacherTech page. If you intend to keep working on your application, simply click your application that is listed in the My Current Application window.
- When you are completely finished with your application, click on the Checklist Submit tab. Here you will receive instruction to submit your application. You **MUST** click **FINAL** where it asks “Are you finished?”
- Once you have submitted your application YouthFriends staff will be notified and will give you access to apply to the available externships. Please remember you must also have your Principal Form faxed back to YouthFriends to gain access. You will receive an e-mail notification once you are approved to apply for externships. Again, you **MUST** have your principal form faxed in and the “Are you finished?” question marked as final to gain the access necessary to apply for positions. Teachers need to apply to specific externships (companies are not able to view all of the TeacherTech applicants and choose from them, only those applying to their positions).
- Notes about entering information in fields: Several of the fields require you to select from a predetermined list. This occurs when you see ... at the right of the field. Click on the ... and a pop up box will appear to display your options. In larger lists, you may want to use the search function at the top of the pop up box.

Contact Kate Pankey at 816.842.2709 for assistance.