



## Human Resources

### *Instructions for Internal/Transfer Application*

Full-time BISD employees, who wish to complete an Internal/Transfer Application, should follow these steps.

Log in here: <<[Login to Applicant Tracking \(SchoolSpring\)](#)>>

Select: **Sign In/Register** to create your account (Top, right-hand side of window)

First-time users, select: **Sign Up** (bottom of next screen)

Follow the prompts to create your new account. The system will ask you to verify your email address and once verified, you will receive a confirmation. Select: **Back to SchoolSpring** to log into the system.

To view and apply for internal positions, you must first verify you are a full-time Birdville employee. Once on the main Job Board, click on your initials (top, right-hand side of your window) and select **Internal Job Settings** to confirm you are a current, full-time BISD employee (see example below)

