

# How to Update Your PPS Online Transfer Application

To login to the online transfer application, go to the Inside PPS website (<http://inside.pps.k12.or.us>) and select "Teacher Transfer & Hiring Process 2010-2011" from the "Quick Links" Menu. Then click the link "Go to Transfer Application" to get started.

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## PPS Teacher Hire, Assignment and Transfer Process

This year, PPS has a new hire, assignment and transfer process for unassigned teachers. Rather than place teachers in vacancies based on licensure, Phase II Internal of the new process allows unassigned teachers to apply and interview for positions that interest them. Following Phase II Internal, vacancies will be posted for internal and external applicant consideration.

For more information on each phase, please click on the appropriate link below:

- [PAT Internal Transfer Process \(Phase I\)](#)  
April 19 - April 23, 2010
- [PAT Unassignment Process \(Phase II Internal\)](#)  
Begins April 26, 2010
- [Open Certified Vacancies & Hiring Process \(Phase II Internal/ External\)](#)  
Begins April 26, 2010 (Approximation)
- [Online Application](#)
- [View Internal Certified Vacancies](#)
- [View External Certified Vacancies](#)

Please note: All PAT unit-members (Prob 1, 2, 3 and contract) should complete or update their transfer application to apply to Internal vacancies. If you have any questions, contact HR at (503) 916-3544.

**Informational Meetings for Unassigned PAT Unit Members**  
 April 13, 2010 at 3:30 pm in the BESC Board Room  
 April 15, 2010 at 3:30 pm in the BESC Board Room

All **first or second-year probationary** unit-members should complete a new transfer application and apply to positions during Phase II. To create a transfer you must create a new account and select "Current PPS Contract Teacher". Click here for if you have not created a transfer application you must create a new application. [Click here](#) (pdf) for instructions. To update an existing transfer application, [click here](#) (pdf) for instructions.

**Step 1** - Enter your "Username" and "Password" then select "Login".

If you forgot your user account information, click on the "Forgot your password?" link to retrieve your account information. You will need to enter the email address used to initially create the account. The username and password will be sent to that email account.

Applicant Login for Portland Public Schools

If you already have a username and password, you may log in at any time.

Username:   
 Password:   
 Login Clear

[Forgot your password?](#)

If you do not have a Username and Password, choose your application type and click the "Create New Account" button.

New Applicant  
 Current PPS Teacher

Create New Account

**Applicant Login**

If you are interested in applying for a position, please follow the instructions below. Our online application system will take you through the application process step by step.

**Step 1. Create an Account**

You will need to create an account with a username and password when you first begin. Once your account has been created, you can return to update your application, add attachments, or view your application.

**Step 2. Complete your Application**

You can exit the program at any time and return to complete it at your convenience.

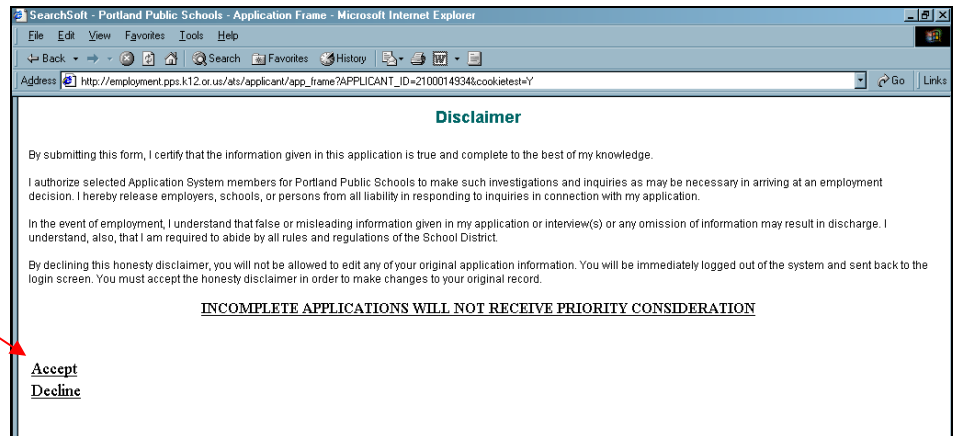
**Step 3. Apply for Open Positions**

Once you have completed your application, you can apply for any open position. While logged-in click on the Jobs link on the left frame and select the jobs for which you would like to apply.

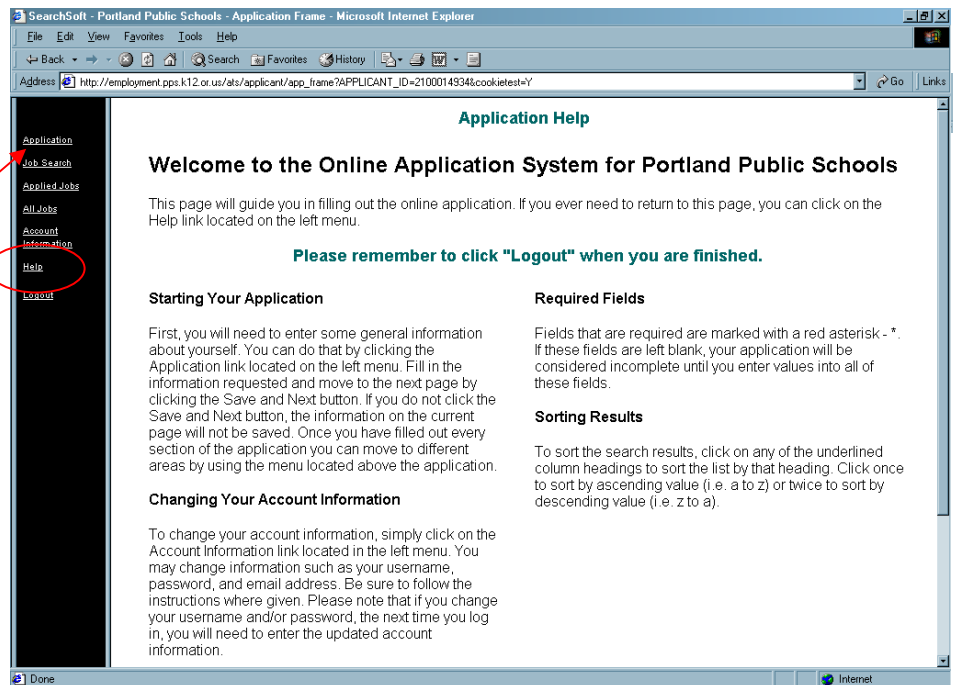
[Click Here to View Open Certified Positions](#)  
[Click Here to View Open Classified Positions](#)  
[Click Here to View Open Management Positions](#)

[Click Here to Preview the Certified Application](#)  
[Click Here to Preview the Classified Application](#)  
[Click Here to Preview the Management Application](#)

**Step 2** – Read the *Disclaimer* screen and click “Accept” or “Decline”.



*Note: The application defaults to the **Application Help** page when you log in. You may Click “Help” from the left menu to return to this page.*



**Step 3** – Click on “Application” to update your Transfer Application form.

**Step 4** – To confirm you have the right type of application, locate the “Current Page” field located near the top of the page. The field should read, “Transfer Form”. Fill in and verify your personal information. You fill in white fields. Grayed-out fields are populated by the PPS HR/Payroll system. Fields with an asterisk (\*) are required.

Click the “**Save and Next**” button to continue.

**Step 5** – Verify or enter your current license and endorsement information.

Click the “Add” link to input your license and endorsement or “Edit” to update your license information.

We have included a link to TSPC to help look up your endorsements! Read the instructions on the screen and click “Save and Next” to continue.

Click “Next” when you have completed the entry of your license and endorsement information.

**Make sure you complete the license and endorsement section. (DO NOT LEAVE BLANK)**

Add	Type	Status	State	Expires
<input type="checkbox"/>	Teaching Basic	Active	Oregon	08/06/2007

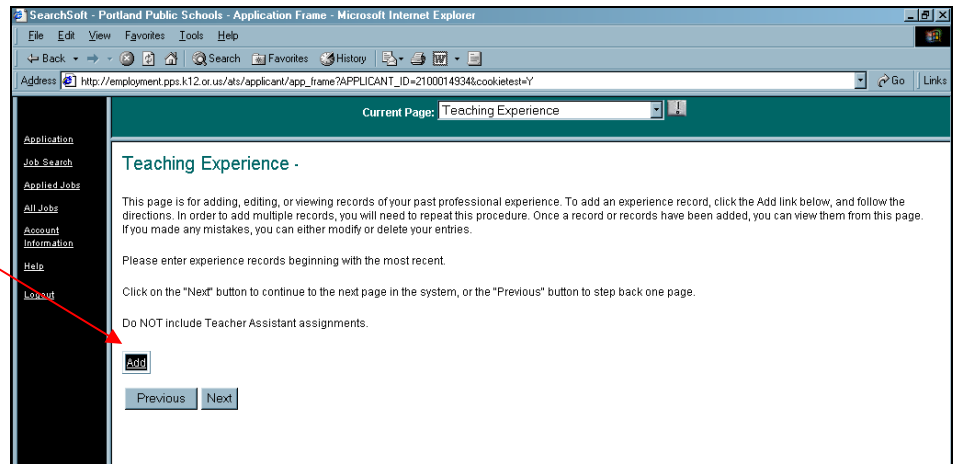
Please **list each endorsement separately** (after entering the information for an endorsement, you can click “Add” to enter additional endorsements).

**Step 6** – Enter teaching experience information.

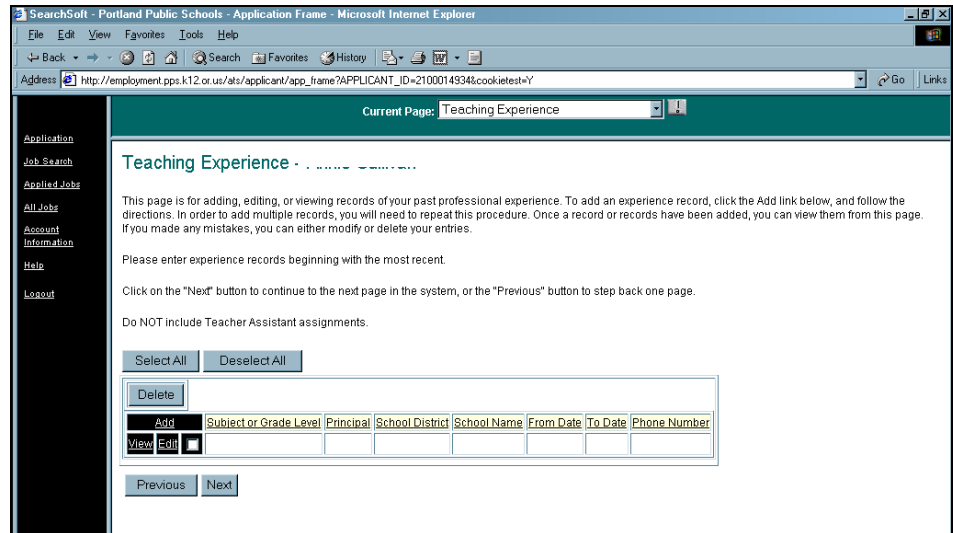
Click the “Add” link to input your teaching experience, beginning with the most recent.

Click “Add” to enter additional teaching experience.

Read the instructions on the screen and click “Save and Next” to continue.

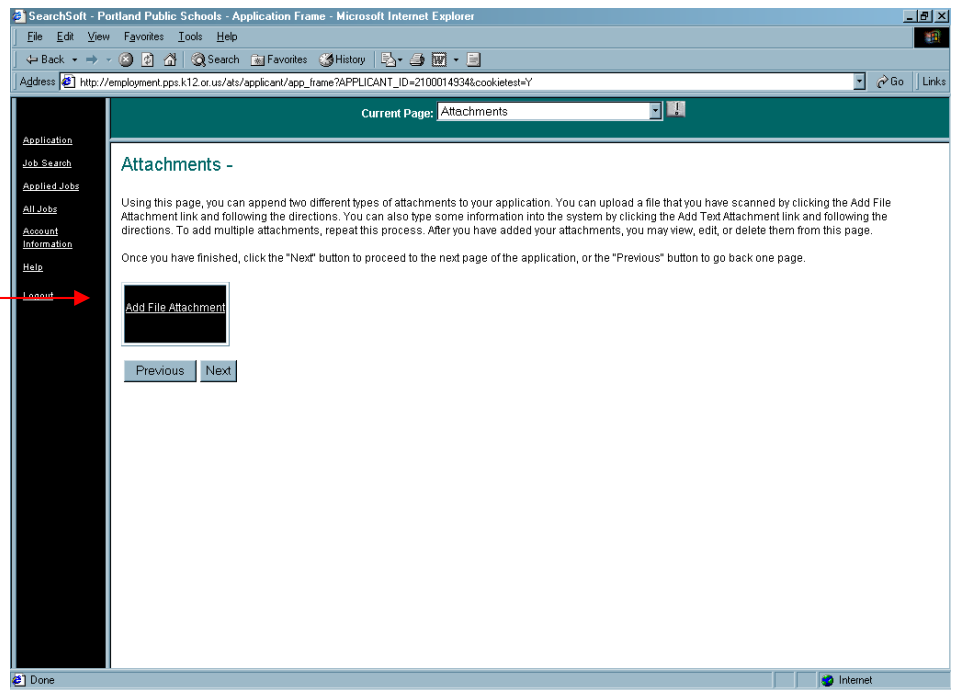


Click “Next” when you have completed the entry of your teaching experience information.



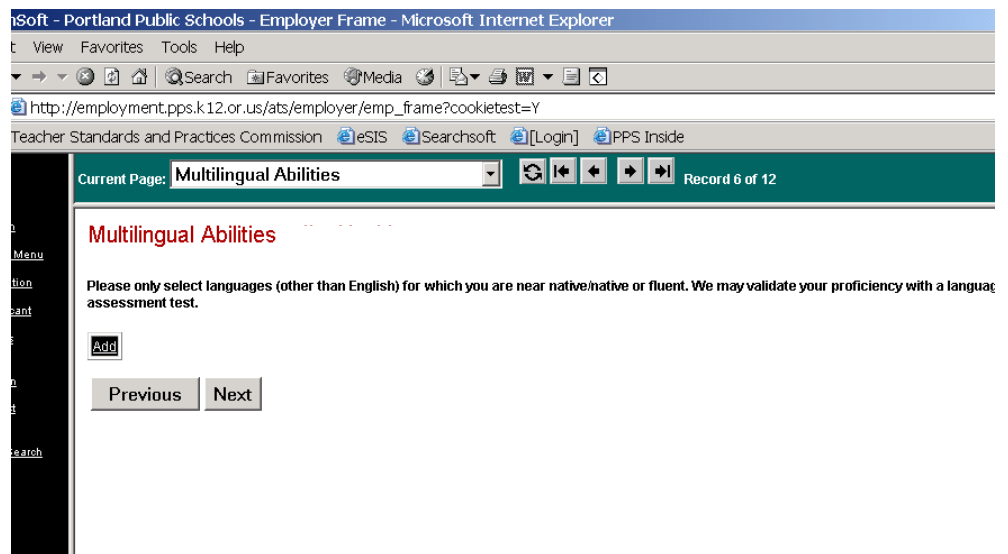
**Step 7 - Attachments.**  
This is **optional**; if you wish to attach your resume electronically select “Add File Attachment” and follow the instructions.

Click “Next” to proceed or to skip this page.



**Step 8 –**  
This is **optional**; you can also indicate your language fluency on this page. Click the “Add” link to input your multi-lingual ability.

After you have completed this section, click “Next” to proceed or to skip this section.



**Success!** You have completed the online transfer application.

To return to the first page of your application, click the “Next” button.

To apply for a job posting, choose “All Jobs” from the left menu.

Refer to the “Teacher Transfer and Hiring Process 2010-11” web page for more information about the Phases.

To logout of the online application system, choose “Logout” from the left menu.

