



**Welcome to AppliTrack, the web-based software that your school district uses to collect and track employment applications online.**

If you are new to your school district, or have recently started a new position, and will be using AppliTrack, here is some information that will help you in getting started using the system.

**1. Get your Username and Password**

Identify the person or persons who serve as AppliTrack SuperUsers. SuperUsers are typically Superintendents, Directors of Human Resources, and/or Directors of Technology. Inform this person that you need access to AppliTrack and they can make you a user.

If you are going to be working with applicants to your school district, and do not have anyone at your district to give you a username and password, call us at 847-475-2283 x1 and we will provide you with the information you need.

**2. Consider attending a FREE webinar**

We offer a variety of webinar topics each month. To view our listings and register, please visit [www.generalasp.com](http://www.generalasp.com).

**3. Review our training documents and videos**

Learn about AppliTrack by watching some demonstration videos and reading our user documents by visiting [support.applitrack.com](http://support.applitrack.com).

**4. Should you desire a personal training session, contact our Support Center at:**

**AppliTrack Support Center**

E-mail: [support@generalasp.com](mailto:support@generalasp.com)

Live: 847-475-2283 x1

Hours: Monday-Friday, 8:00 A.M. – 6:00 P.M. CST