



Volunteer Online Application with the FastTrack System: First Time System User

Thank you for your interest in serving as a volunteer for Georgetown ISD students! Georgetown ISD is using an online application system for volunteers that integrates with our human resources software and allows background check processing. This is a new system for volunteers. **If you have never applied for a position using the FastTrack system, follow these directions.**

If you have applied for a position previously with FastTrack, whether as a mentor or other job applicant with the district, follow the separate instructions for returning system users.

To fill out an online application to be a volunteer, please follow these steps.

1. On the GISD home page (<http://www.georgetownisd.org>), click on the **Careers & Volunteers link** and then click on **Volunteers & Mentors** (last item in the drop-down menu).



2. On the Volunteers page, click on the link that says **“Fast Track Online Application/Background Check.”**

Volunteers & Mentors

We appreciate your interest in volunteering for Georgetown ISD! For the 2012-2013 school year, BOTH mentors AND volunteers will be utilizing the Skyward FastTrack system. You must pass a criminal history background check in order to ensure the safety of our students and will be using our FastTrack application system to complete this process. The FastTrack system allows you to receive email notifications when your mentor or volunteer criminal history check has been completed.

 [FastTrack Online Application/Background Check](#)


3. The FastTrack home page will appear. **Click on link that says Click to View Current Job Openings.**




Welcome to Georgetown ISD's online volunteer, mentor, and job application system. Georgetown Independent School District reserves the right to modify, change, or remove any posting.

To view current volunteer & job opportunities, click on the SEARCH button below.

Need assistance with completing an application?
[Click here to view instructions for applying using this system.](#)



Search Current Job Openings
[Click to view current job openings](#)



Existing Applicants Please Log In
To access your previous applications, log in with your username and password.

Username:
Password:

[Forgot your username/password?](#)

4. Locate the **Volunteer posting at the top of the list of available positions**, and **click on the checkbox in the Apply column**. Then **click on the button on the far left that says "Apply for Selected Position(s)"**.

All Posted Positions				View Details of Highlighted Position
Apply ▲	Category	Position Description	Assignment Description	
<input type="checkbox"/>		Mentor 2012-2013	*	
<input checked="" type="checkbox"/>		Volunteer 2012-2013	*	Apply for Selected Position(s)
<input type="checkbox"/>	Custodial Services	Crossing Guard	Crossing Guard	<input type="button" value="Log In"/>
<input type="checkbox"/>	Extended School E	ESE Workers	ESE Group Leader	
<input type="checkbox"/>	Special Education	District SpEd	Special Ed	
<input type="checkbox"/>	Substitute	Substitutes	Bus Driver Substitute	

5. The login screen will appear. If this is your first time using FastTrack, you will need to create a new profile. **If you are an employee used the FastTrack system before to apply for other positions, please use the separate instructions provided for returning applicants or employees.**

Click on the checkbox that says “I would like to Create a New Profile.” Then, enter your email address, first and last names, a username and password, and your SSN. The system will remember if you have ever used your SSN or email address in FastTrack before. You cannot create a new profile if you have but must log in with the existing profile. Please see the instructions for returning applicants or employees.

Existing Users Please Log In

Username:

Password:

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:


Click Create Profile when you are done. The Application Dashboard window will appear.

6. You must complete **the Contact Information and General Questions sections** in order to submit your mentor application.

Click first on the **“Edit”** button under **Contact Information**.

Application Dashboard

Job Listing Listing: <input type="text" value="120516002"/> Type: <input type="text" value="Part Time"/> Position: <input type="text" value="Volunteer 2012-2013"/> Dept: <input type="text"/> Assignment: <input type="text"/> Group: <input type="text"/> Location: <input type="text"/> Deadline: <input type="text" value="06/01/2013"/> Appl. Status: <input type="text" value="Submitted"/> View Details Of This Job Listing This position has 3 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.	<input type="button" value="Submit to HR"/> <input type="button" value="Cancel Application"/> <input type="button" value="Return to Profile"/>
Contact Information Contact information including your name, phone number and address. Incomplete	<input type="button" value="Edit"/>
General Questions You will be required to answer general questions about your qualifications for this position. Incomplete	<input type="button" value="Edit"/>
Comments Any comments you may have regarding your application for this position. Optional	<input type="button" value="Add"/>



7. The Contact Information window will open. Fill out the window as shown. All fields with an asterisk (*) are required.

I Have Completed This Contact Information To The Best Of My Abilities:

[Save](#)
[Back](#)

Name and Contact Information

* First Name: JOHN Middle: * Last Name: DOE

* Street Address: 411 MAIN STREET International Address
Address Line 2: P.O. Box:

* Postal Code: 78626 * City: GEORGETOWN * State: TX * Country: USA

* Primary Phone: (512) 999-8888 Ext:
Alternate Phone: Ext:

Confidential Information

* Social Security Number:

* Re-Enter Social Security Number:

Drivers License Number: 1234567 DL State: TX

* Date Of Birth: 05/14/1971

* Gender: Male

Ethnicity: Hispanic/Latino?

* Federal Race: American Indian/Alaskan Native
 Asian
 Black/African American
 Hawaiian/Pacific Islander
 White


Marital Status:

* Are You An Employee of the District: YES NO

8. When you are done, check the box at the top of the window that says “I Have Completed This Contact Information to the Best of My Abilities”. Then click Save.

9. You will be returned to the **Application Dashboard**. The Contact Information section will say "Completed." The General Questions section will still say "Incomplete". Now click on the **Add button next to General Questions**.

Application Dashboard

Job Listing Listing: <input type="text" value="120516002"/> Type: <input type="text" value="Part Time"/> Position: <input type="text" value="Volunteer 2012-2013"/> Dept: <input type="text"/> Assignment: <input type="text"/> Group: <input type="text"/> Location: <input type="text"/> Deadline: <input type="text" value="06/01/2013"/> Appl. Status: <input type="text" value="Submitted"/> View Details Of This Job Listing This position has 3 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.	<input type="button" value="Submit to HR"/> <input type="button" value="Cancel Application"/> <input type="button" value="Return to Profile"/>
Contact Information Contact information including your name, phone number and address. Completed <input type="button" value="Edit"/>	
General Questions You will be required to answer general questions about your qualifications for this position. Incomplete <input type="button" value="Edit"/>	
Comments Any comments you may have regarding your application for this position. Optional <input type="button" value="Add"/>	

10. The **General Questions window** will open. This section asks for any previous last names used as well as questions regarding the mentoring & tutoring program. **All questions with an asterisk are required.**

General Questions

Applicant Information

Username: johndoe Email: john.doe@yahoo.net

First Name: JOHN Middle: Last Name: DOE

I Have Completed These General Questions To The Best Of My Abilities:

General Questions

1: List previous last name

James

2: If more than 1 previous used last name, enter 2nd last name below

3: If more than 2 previous used last names, enter 3rd previous last name below

4: If more than 3 previous used last names, enter 4th previous last name below

Save

Back

11. Complete this section, **then check the box at the top of the window that says “I Have Completed These General Questions to the Best of My Abilities”** and click Save.
12. You will be returned to the Job Listing window. **The Contact Information and General Questions areas should now both say “Completed.”** Click on the **Submit to HR** button.

Application Dashboard

Job Listing

Listing: 120516002 Type: Part Time

Position: Volunteer 2012-2013 Dept:

Assignment: Group:

Location: Deadline: 06/01/2013

Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 3 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Submit to HR

Cancel Application

Return to Profile

Contact Information

Contact information including your name, phone number and address. **Completed** [Edit](#)

General Questions

You will be required to answer general questions about your qualifications for this position. **Completed** [Edit](#)

13. You will see a **Profile Data screen last**. This shows your application status (should read “Submitted”) and any messages you may have received. Your application and criminal history background check will be processed by HR. You can check back to see your status or any messages by using the user name & password you set up. Click the Log Out button at this time.

Profile Data for JOHN DOE

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	05/17/2012
Update Name and Contact Information	Completed	05/17/2012
Update General Questions	Completed	05/17/2012
Update Comments	Optional	

Your Account

5 New Messages

[View Messages](#)

[Log Out](#)

[View Posted Positions](#)

Your Applications

Open (1) Processing (0) Closed (1)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status
Edit	Volunteer 2012-2013	*		3	Submitted

After your application is submitted your criminal history background check will be processed. Please allow 1-2 days for processing. If approved and cleared, you will receive an email notification of your addition to the approved volunteer list. Please note that your clearance for volunteering is valid ONLY for the current school year and expires on June 30th regardless of when you submit your application during the current school year.