

Applicant Information Import

If applicant knows his/her email address and previous password, they can go directly to the consortium applicant website to import their information. If they do not, they will need to link to the district portal and have the system resend them their password. This is important because the applicant *must use the same email address and password established in the district portal to be able to import their application data.* Once applicant has his/her password:

Applicant goes to new consortium applicant website:

<https://www.applitrack.com/muskegonconsortium/onlineapp>

Click on *Start Application For Employment*

Click *Start (Begin Your Application)*

Applicant fills in:

Name Section

Email Section

Confirm Email Section

Password Section – USING PREVIOUS PASSWORD*

Confirm Password Section – USING PREVIOUS PASSWORD*

Security Question Section – Pick Any

After filling in the blanks above, the consortium system will search for the applicant's information entered in the district's portal. Once the information is found, the applicant's name will display on the screen.

Applicant clicks *Import* to import their data into the new system and can proceed with applying for open position(s).

**For individuals who applied directly for Muskegon Area ISD positions from September 2010 – July 2011 and need their password, please visit*

<http://www.applitrack.com/muskegonisd/onlineapp/> and request password.