

How to Sign up for School Spring and Apply for Job Postings

You will need to sign up for a SchoolSpring Applicant Account. You may create a SchoolSpring account at any time or wait until a vacancy has been posted in which you would like to apply.

First Step: Setting up account

1. Log on to www.Schoolspring.com
2. Below Job Seekers, find and click the link that says “Job Seekers Sign Up For Free Today.”
3. Complete the Applicant Sign up form; we recommend completing the Profile, Education, Experience, and Certifications components (if applicable to job posting), at a minimum.
4. This will generate a SchoolSpring Applicant username and password.

Second Step: Cover Letter

1. You will need to enter your Cover Letter or Letter of Intent into your account when you are ready to apply for a posted position.
2. Log on to with your newly generated username and password.
3. From your “My Account” page, complete ONLY the COVER LETTER (Letter of Intent) section of the application.

Third Step: Apply for position

1. You will need the Job ID number. This can be found on the job posting description from the website.
2. From the “My Account” page, click the “Home” button to return to the www.Schoolspring.com home page.
3. Locate the “Quick search” area.
4. Enter the Job ID in the white text box, and press “Go”.
5. The job posting will open.
6. The screen should display your cover letter and state that each of the other application components is complete.
7. Check the box to electronically sign the application.
8. Click the yellow button to submit.

If you have any questions about signing up for a SchoolSpring Account please send an email to: support@schoolspring.com.