How to access Dual Immersion Applications on Applitrack

- 1. On the sidebar menu, go to **MY ACCOUNT**
- 2. Then click on MY FOLDERS & ROUTINGS
- 3. Then in the main part of the screen, click on **MY ROUTINGS** and you should be able to see the vacancies

Here's a screenshot (the JobID numbers for this year are different)

My Folders & Routings Click a group to show applicants in it.	
▶ <u>My Folders</u>	
> Shared Folders	
▶ Inactive Folders	
<u>My Routings</u> :: Weing Al Applications - <u>Show Not Opened</u> <u>Edit Routings</u>	
Email me when someone applies for any of the following positions: • JobCode: 6575 - Chinese Dual Language Immersion Teacher	Applic
Applicant totals are kept for the duration of your session. :: Refeesh Totals	

Make sure you are "Viewing All Applications". If not, click the "Show All**" link under My Routings.