



Regional Education Applicant Program

notes

for Applicants

Fall 2017

To: Applicants
From: The REAP Team
RE: Helpful Tips and Announcements

REAP STATES

- Connecticut
- Iowa
- Kentucky
- Michigan
- Missouri
- New Mexico
- Ohio
- Pennsylvania
- Texas
- U.S. REAP

We hope that you have been enjoying your Fall season. In an effort to enhance your REAP experience, we have compiled answers to some of our top questions below.

Q: What made my status change to “Updating Mode” and how do I change my status back to “Active Mode”?

A: When you log in and click on either the icon “My Application” or click on any subsection on the left side of the screen within the “My Application” section, you’re application changes from “active” mode to “updating” mode (see image 1). It is important to note that while in “updating” mode, employers cannot see or retrieve your application information. To change your status back to active mode you must do a “Final Submission”. To do this, click on the heading “Final Submission”(see image 1), which can be found on the left side of the screen. Next, enter your electronic signature by typing in your first and last name, click on “Submit Application”, and then click on “Activate”. Once you do this your application is once again active and schools, districts and organizations can see your application and you are able to notify districts that you are interested in desired positions.

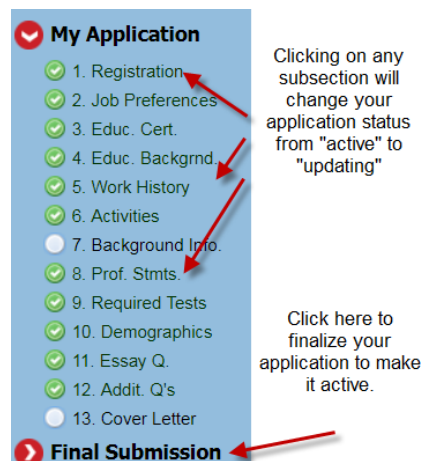
HELP DESK:

Call:
314-692-1205
1-800-288-8115

e-mail:
Help Desk
admin@reapmail.net

Fax:
314-692-1297

(Image 1)





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Q: What do I do with my REAP account after I find a job?

A: The best suggestion is to place your account on hold. This way, you will not receive email notifications, or be contacted by employers about job openings. In the event that you are in the market for a new job in the future, you can simply release the hold and make the account active again instead of having to start a new application from the beginning.

Here are the instructions:

Log in to ??reap.net (??=Your state's abbreviation) Click on update or My Home. Click on Final Submission. Type in your signature. Click on Submit Application. Click on "Hold". Click on "Ok". An alternative is, (assuming you are logged in) click on "Sign Out" and then click on "Hold" (See image 2)

(Image 2)

Sign-out

Would you like to **hold** your application or **activate** (submit) your application for job consideration.

NOTE: You may return to "active" status later if you wish.

Hold

Activate



Q: How do I set up email notifications?

A: You can turn on email notifications for each of your job preferences. Log into your application and get to your "My Home" page. It is the page where you see all the icons. Look for "E-mail Notifications" and click on it. If you would like to be notified by email of job openings in the category, just click the "YES" button under the statement "Would you like to be notified by email of job openings in this job category?" Later, if you change your mind and decide you would rather not receive the emails, just return to your application and click the "No" button. Then repeat the process by clicking on the next button to select your preference (second, third, etc.). If you need to change the order your job preferences are listed you can click on the "Edit Job Preferences", and then click on the "Move" button to move your preference up (See image 3)

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Subsection 2.1: Job Preferences

Enter 1 to 10 Positions for which you would like to apply
 (in order of preference)

Click here to move your job preference up.

	Position Name	Grade Levels	Actions
1	School Nurse	Kindergarten to Sixth Grade	Edit Clear
2	Guidance Counselor	Kindergarten to Eighth Grade	Edit Clear Move
3	Reading Specialist	Kindergarten to Twelfth Grade	Edit Clear Move



We hope these tips have been helpful. Enjoy your winter break!

Sincerely,

The REAP Team