



To: Applicants  
 From: The REAP Team  
 RE: Tips To Grow Your REAP Experience

**REAP STATES**

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

Hello REAP Members! It’s spring time again and the REAP Team has put together a few tips to help grow your REAP experience.

**Tip #1 – Resolving Log in issues:**

1. Check to make sure you are logging in to the appropriate state. We have found that launching a Google search using the keyword “REAP”, initially will return with “USREAP” ([www.usreap.net](http://www.usreap.net)) as a first result. If you have already established login credentials for your state and plan to do a statewide search only, make sure you are on the appropriate state’s webpage by typing in the appropriate website address in the URL (web address) line ([www.ctreap.net](http://www.ctreap.net) for Connecticut, [www.iareap.net](http://www.iareap.net) for Iowa, [www.kyreap.net](http://www.kyreap.net) for Kentucky, [www.mireap.net](http://www.mireap.net) for Michigan, [www.nmreap.net](http://www.nmreap.net) for New Mexico, [www.ohreap.net](http://www.ohreap.net) for Ohio, [www.pareap.net](http://www.pareap.net) for Pennsylvania, [www.moreap.net](http://www.moreap.net) for Missouri, or [www.txreap.net](http://www.txreap.net) for Texas).

**HELP DESK:**

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

e-mail:  
 Help Desk  
[admin@reapmail.net](mailto:admin@reapmail.net)

Fax:  
 314-692-1297

2. Our usernames and passwords are case sensitive. Make sure you are using capital or lower case letters when appropriate.

3. There is a 10 character limit. Characters can be letters, numbers or symbols. To avoid errors, please make sure that your usernames and passwords do not exceed 10 characters. Usernames and passwords that exceed 10 characters will cause you to receive an error message when you are asked to provide your login credentials as you attempt to notify districts that you are interested in a position.

4. If you had an incomplete application and it has been over 90 days since the last time you logged in you may not be able to log in. Our system automatically deletes applications that are not completed within 90 days. To avoid this, you will need to complete each subsection of your application and then do a final submission. If your application was deleted by the system, you can still start a new application. You will, however, need to select a new username.



**Tip #2 - State Transfers:**



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REAP Applicants may wish to broaden their job search by starting an application in another state that we serve. The process is explained below:

1. Start at your State REAP home page. Go to "Returning Applicant"
2. Enter your user LOG IN information and then click "Next".
3. You will be directed to the Welcome to the REAP system. At the bottom of the page Click on "My Home" or "Update".
4. Your "My Home" page will have your name across the top in big bold letters.
5. On the third row of Icons, look for "State Transfer"
6. Click Transfer and pick the state you wish to transfer to and follow the prompts.
7. Check to see if it transferred. Click on the hyper link. It will take you to the next screen.
8. There will be a Blue Hyperlink to the state you transferred to. Click on that and you will be on that state's REAP page.
9. Go to Returning Applicant. Enter the Log in information from your original REAP state.

The next screen will say *"You Are Entering Your Information for the First Time"* (you are for this state). Click NEXT at the bottom of the screen. It will look as if the application has no information at all. Click on each section of the application to open the pages, check to see if information transferred. Click on NEXT or NEXT SUBSECTION to save each page. Answer any questions that are not complete. On the left side of the screen, a green dot should appear next to each section as you finish them. Your Upload documents will not transfer. Those will need to be uploaded to the new application.

When you are finished remember to do a FINAL SUBMISSION. ACTIVATE, Next, Sign Out, Yes.



You have the same 90 day time period in order to finish the application. When you have future updates you must go into each state application to make the updates. Note: When you complete a state transfer, the original state's application is not deleted.

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## Tip #3 Changing Your Application Type:

To change application type, log in, click on "My Home", then under "My Application" on the left side of the screen, click on 1. Registration.

In the center of the screen, Click on 1. registration

Your application type will be displayed (Teacher, administrative or support services),

To change application type, click on "click here". It will then say: Please indicate type of educational position you are seeking?

## Select either teaching, administrative or support services

If you would like to see what type of positions are in each category, [click here](#) (CTREAP)

If you would like to see what type of positions are in each category, [click here](#) (IAREAP)

If you would like to see what type of positions are in each category, [click here](#) (KYREAP)

If you would like to see what type of positions are in each category, [click here](#) (MIREAP)

If you would like to see what type of positions are in each category, [click here](#) (NMREAP)

If you would like to see what type of positions are in each category, [click here](#) (OHREAP)

If you would like to see what type of positions are in each category, [click here](#) (PAREAP)

If you would like to see what type of positions are in each category, [click here](#) (MOREAP)

If you would like to see what type of positions are in each category, [click here](#) (TXREAP)

If you would like to see what type of positions are in each category, [click here](#) (USREAP)

Note: Since each application type has different questions, you will need to check to make sure each subsection is complete.

It is our sincere hope that these tips help to make REAP a better job search tool for applicants. Thanks again for your participation and involvement with so many great suggestions and for being a REAP applicant.

## Your REAP Team