



To: HR/Schools/Districts
 From: The REAP Team
 RE: REAP Helpful Tips

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- How to ensure that applicants that are anticipating certification will be saved to your list:

If you are a school or district that would like to save a list of interested applicants that includes those who do not currently possess certification, but are anticipating certification within the semester, here is a suggestion: Enter your desired certifications in the job description instead of selecting them from the drop down boxes. If you use the drop down box(es), the applicant will need to possess a certification that has been indicated in the subsection for state certificates. It must also be an exact match. If not, they will get the following error message:

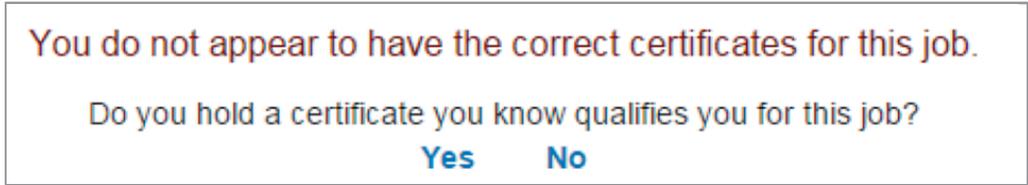


HELP DESK:

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

e-mail:
 Help Desk
 admin@reapmail.net

Fax:
 314-692-1297



If the applicant answers no, they will be taken back to the job search screen and will not be saved to your list of interested applicants. (If they answer yes, they will be saved to your list, but it is best not to lose any interested applicants due to the process since many applicants will answer “no”.)



REAP STATES

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

HELP DESK:

- Call:
- 314-692-1205
- 1-800-288-8115
- e-mail:
- Help Desk
- admin@reapmail.net
- Fax:
- 314-692-1297

Tip #2 - Setting up subaccounts for additional users:

If there are additional staff members in need of access to your school or district’s account, you may set them up with a **subaccount** which provides them with their own username and password. You may also establish what their account privileges will be. Here’s how.

User Administration

Login Information

Username

Password

User Permissions

Login	<input checked="" type="radio"/> Active	<input type="radio"/> Hold
Set Privileges	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Applicant Search	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Applicant Management	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Add/Update a Job	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Job Interest	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Post Hiring	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Download Applicants	<input type="radio"/> Yes	<input checked="" type="radio"/> No

1. Log in
2. Click on the “User Administration” icon.
3. Click on “New User”. Fill out the User Administration form and then click on “save”.

It is our sincere hope that these tips help to make REAP a better recruitment service for schools and districts. Thanks again for your participation and involvement with so many great suggestions and for being a REAP member.

Your REAP Team