

How to Setup an Internal Account in Recruit & Hire

1. Go to the mySPS application page and click **Candidate Portal R&H**.



2. In the upper right hand section, select the **Internal** link to create an internal applicant account.

Username Password [Home](#) | [SPS Home](#) | [Internal](#) | [Help](#)

3. Select the option **Yes, I am an employee.**

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

[I am not an employee.](#)

4. Enter the SPS Internal Applicant password exactly as it appears below.

SPS3ducation!

*We recommend copying and pasting

5. Complete your user profile using your SPS domain email address.

(ie. suzerb@springfieldpublicschools.com)

*If you receive a message stating 'This user name is already taken. Please choose a different username'

For questions related to the Candidate Portal or creating an account email recruitandhire@springfieldpublicschools.com

Account created but not seeing internal positions in Recruit & Hire

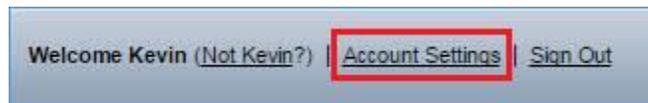
1. Go to the mySPS application page and click **Candidate Portal R&H**.



2. Enter your username and password to sign in.

A sign-in form with a red border. It contains two input fields labeled "Username" and "Password", and a "Sign In" button on the right.

3. Click **Account Settings** located at the top of the screen (Must be signed in first).



4. On the right of the screen will be an account type, if it says **External** please click on **Switch to Internal**.



5. Enter the SPS internal password **SPS3ducation!** and click **Continue**.

A form with a white background and a blue border. It has a header "I am a current employee of Springfield Public Schools MA" and a label "Please enter internal password:" followed by a red-bordered input field.

6. Click on **Job Listings** and all postings including internal should now be shown.