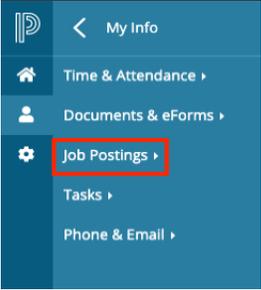# Information Technology for Learning

How to view internal postings in eServices.

The eServices web application is where employees go to complete their timesheets, log absences, review their pay stubs, ***apply for internal job postings***, and more.

You can login with district credentials here or at https://sd61.atrieveerp.com

1. Click on the *My Info* button on the left-hand side of the screen.	**My Info**
2. Click *Job Postings*.	My Info Time & Attendance › Documents & eForms › Job Postings › Tasks › Phone & Email ›
3. Keep in mind this will look different for each employee. You should see… *947 Support Postings* *382 Postings or* *Teacher Postings* Select the correct group.	Job Postings 947 Support Postings

Greater VICTORIA School District
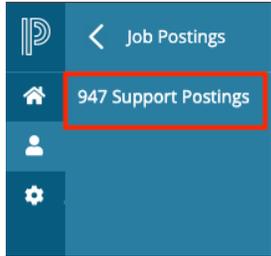
3b. Viewing Postings

Click on the **Current Postings** button, located at the top right of the window.

3c. Search for Postings

Select the appropriate **Year** and select **Search** to view results. .

3d. Position Types

Click the desired job type.

3e. Selecting a Position.

Check the desired position and **Add To Cart**.

If you have selected multiple positions, you can rank them based on your priority for the desired position.

Once ranked click **Proceed to Checkout.**

3f. Applying for a Position. Click **Proceed to Checkout** to verify and submit your submission. You will then see a confirmation of your submission.	**Postings Applied For Today** 	Apply	Status	Posting Number	Closing Date	Start Date	End Date	Location	Hours / Week	Pay Grade
☑	Open	947240/007C	17-Jan-2024 16:00	22-Jan-2024		Lansdowne North	32.0000	30.3200 | **Postings Applied For Previously** | Apply	Status	Posting Number	Closing Date	Start Date	End Date	Location
---	---	---	---	---	---	---	 Continue Shopping Proceed To CheckOut

View/ Edit Online Application

4. Click 947 Support Postings	Job Postings 947 Support Postings
On this page you will see your employee information and posting history. **This information is view only**. **OnLine Application Form** **Part A - Personal Information** Name:　　　　　　　　　　　Number: Phone Number 1:　　　　　　Seniority Date: Phone Number 2:　　　　　　Secondary Seniority: **Part B - Position Information** | Position	Start Date	End Date	Location	FTE	Subjects and Levels		

Part C, D and E are input boxes for you to enter information that you feel is relevant to the postings that you are applying for.

Please be sure to hit ***Save*** to confirm your entries.

Part C - Accomplishments and Special Skills

Part D - Education and Areas of Expertise

Part E - References

Name	Position	Location	Phone #

☑ **I Agree**

Save	Reset	Print Application

IMPORTANT: After clicking on SAVE, please wait for the application form to re-display your changes. Double check to make sure your changes have been saved properly BEFORE clicking on Current Postings

Greater **VICTORIA** School District