1. Navigate to Skyward Employee Management. Login using your MCCSC Skyward credentials. If you do not know your login credentials, select Forgot your Login/Password? An account reset will be emailed to you.
2. To view current job openings, select **FastTrack Open Positions** at the top of your screen.

3. MCCSC job postings will appear in boxes grouped by category, position, assignment, & location. If you are interested in a position, you may check the box to the right of the position title.

4. In the upper right hand corner of your screen, there is a button labeled **Search For Posted Positions**. By selecting this button, you will be moved to a screen which displays all positions that you checked a box for on the previous page.

You can view all positions in a list format by ensuring that all boxes on the previous screen are not checked and selecting **Search for Posted Positions**.
5. To view position details, highlight the position you wish to view by clicking anywhere in the row of the position. Next, select **View Details of Highlighted Position** on the right side of your screen.
6. Details of the position will appear on your screen as shown below.

7. To apply for the position, select **Apply for Position** on the upper right hand corner of your screen.
8. The first time that you log into Skyward FastTrack, you will need to create login credentials in the box titled **New Users Please Create a Profile.** Skyward FastTrack is not linked to your Skyward Employee Management account.

After creating a profile in FastTrack, you can log in using your FastTrack credentials in the box titled **Existing Users Please Log In.** If you have forgotten your username or password, select **Forgot your username/password.**

* The email address used to create your account will receive automated messages including updates to your application status.
9. Once logged in, you will see the application dashboard screen. Select **Add** for each category to complete your application. Information entered into each category will save within Skyward FastTrack.

** References listed in your application will be sent an email questionnaire at the email address that you provide.

10. Each category will prompt you to check a box that reads, “I have completed this information to the best of my abilities.” This box must be checked before moving to the next category or submitting your application.

11. Once each category has been completed, select **Submit to HR** to submit your application for review by hiring managers.