



Shenendehowa
Central Schools

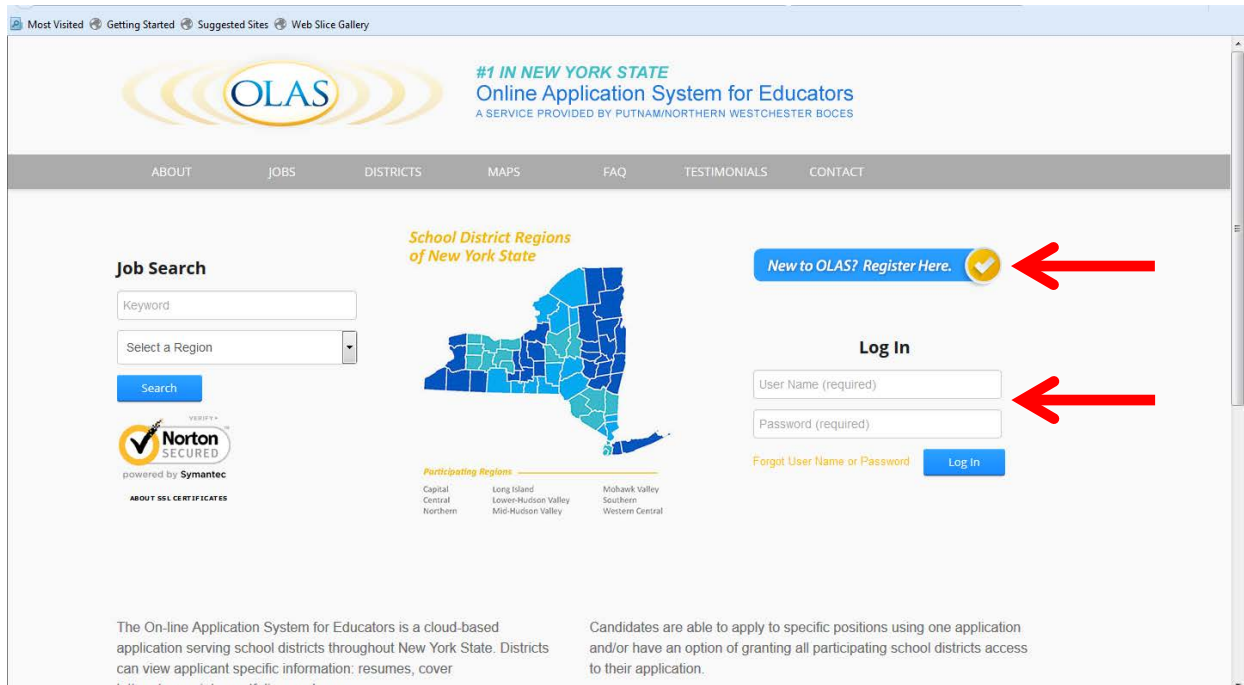
Non-Instructional
OLAS Tutorial



The following is a brief tutorial for utilizing OLAS (On Line Application System) through PNW BOCES.

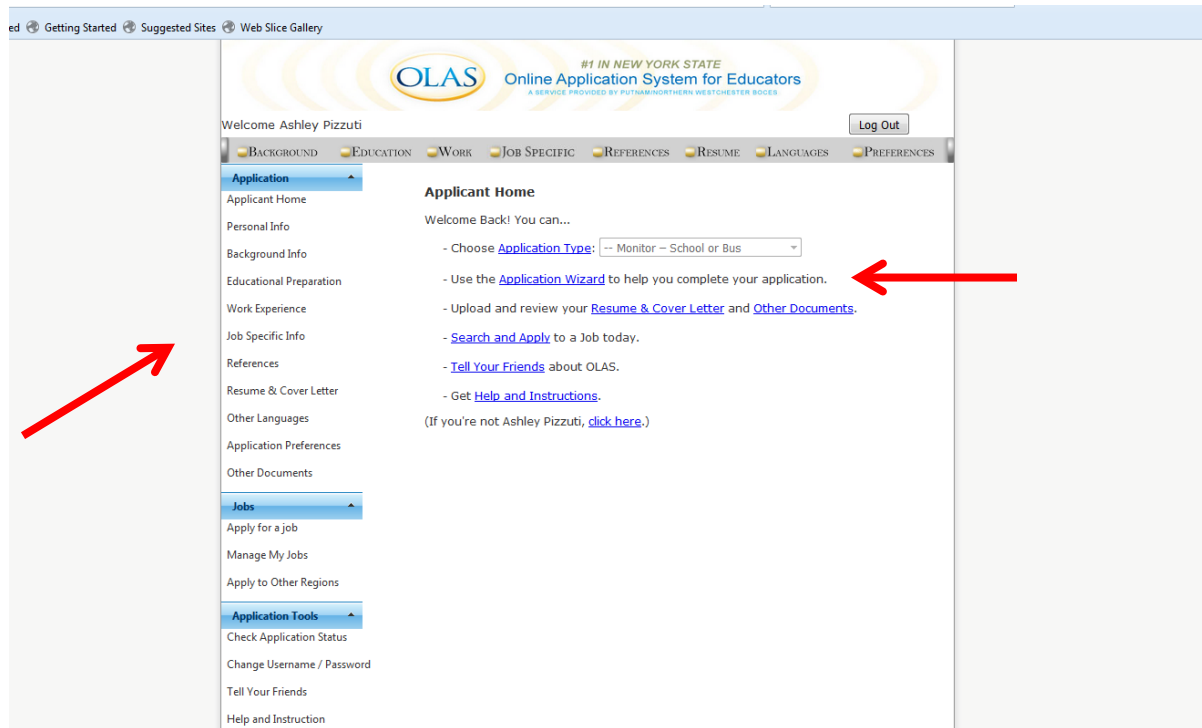
The link below will bring you to the home page for the Capital Region (see screen shot below):

www.OLASjobs.org



A New user will click on **“New to OLAS? Register Here”**. Existing users will type their User Name and Password to log in.

You should see the following page once you have entered the login information.



You may now create your profile and apply to open positions.

- A first time user should click on Application Wizard to complete your application.
- You may also click on the links on the left side of the screen to refine, edit and complete each section.

After you have completed your application, you may click on “Apply for a job.”

Welcome Ashley Pizzuti Log Out

Application

- Applicant Home
- Personal Info
- Background Info
- Educational Preparation
- Work Experience
- Job Specific Info
- References
- Resume & Cover Letter
- Other Languages
- Application Preferences
- Other Documents
- Jobs**
- Apply for a job
- Manage My Jobs
- Apply to Other Regions

Application Tools

- Check Application Status
- Change Username / Password
- Tell Your Friends
- Help and Instruction
- County Maps

Apply to Jobs (Lower Hudson Valley Region)

District:

Job Type:

Keyword: [RSS](#) [Learn more](#)

*You can apply to 12 jobs at one time.

Mouse over to view detail	District	Job Description
<input type="checkbox"/> RKBN0091857-0000	Rockland BOCES	Assistant Maintenance Supervisor
<input type="checkbox"/> HCKV0088052-0000	Hawthorne Cedar Knolls	Assistant Superintendent, Finance
<input type="checkbox"/> CLAN0091708-0000	Clarkstown	Assistant to Superintendent
<input type="checkbox"/> KATN0092104-0000	Katonah	Bus Attendant
<input type="checkbox"/> KATN0092103-0000	Katonah	Bus Driver
<input type="checkbox"/> TARN0086161-0000	Tarrytown	Bus Drivers
<input type="checkbox"/> GREN0091862-0000	Greenburgh-11	Classified Per Diem Substitute
<input type="checkbox"/> BYRN0087143-0000	Byram Hills	Coach - Assistant Varsity Field Hockey
<input type="checkbox"/> BYRN0087141-0000	Byram Hills	Coach - Assistant Varsity Girls Soccer
<input type="checkbox"/> IRVN0091578-0000	Irvington	Coach - Football Varsity Head
<input type="checkbox"/> PEKN0092007-0000	Peekskill	Coach - Girls' Varsity Basketball, Head
<input type="checkbox"/> EDGN0091701-0000	Edgemont	Coach - Head Varsity Girls Volleyball
<input type="checkbox"/> HALN0091998-0000	Haldane	Coach - Head, Boys Varsity Soccer
<input type="checkbox"/> BYRN0087144-0000	Byram Hills	Coach - Modified Boys Soccer
<input type="checkbox"/> EDGN0091702-0000	Edgemont	Coach - Modified Field Hockey

1 2 3 4

You can search by region and school district, and job type. Click the link of each job to get more information on that specific position, or click on the box next to the position if you would like to ‘quick apply’. You can apply to 12 jobs at one time.