Applying for Fast Track Open Positions: Current Employees

- Log into your Employee Access page:

- Click on the **Fast Track Open Positions** button:

- Highlight a position and click **View Details of Highlighted Position** to view information regarding the position OR **Apply for Selected Position** to apply for the position:
- After clicking **Apply for Selected Position**; the following screen will appear:

![Existing Users Please Log In](image1)

- If this is your first time accessing Fast Track, employees must create a new Username and Password; current Citrix and Skyward passwords will not work.

- Click the checkbox next to **I Would Like to Create a New Profile**, and your work email address (if maintained in the system by the ESD) and your first and last name fields will auto-fill.

- **Please do not create duplicate profiles.**

- Create a **Username** and **Password** and click the **Create Profile** button.

- After creating your profile, the Application Dashboard will appear, where you can begin your online application:

  ![Application Dashboard](image2)

- Please note that all required sections must be completed before submitting.

- Once all sections display as **Completed**, the **Submit to HR** button will sensitize, and your application may be submitted.
**You must click this Submit to HR button for your application to be considered for employment**

- In your Applicant Profile screen, the position status will state Not Submitted until you click the Submit to HR button, which can be done by clicking the Edit button next to the position.

- Once submitted, the status on the position changes.

When position has been moved forward for processing, such as for screening, the application information will move into the Processing section of the Applicant’s Profile screen:
If you cancel an application, or the position has closed, you will see the position information in the **Closed** tab: