Summer School Instructional Program Application (SSIP)

INSTRUCTIONS FOR APPLYING FOR POSITIONS IN THE SUMMER SCHOOL INSTRUCTIONAL PROGRAM

Welcome to the Summer School Instructional Program application. Please read and follow the directions listed below carefully. When you have completed your application, you will be able to print a copy of the application for your records. The printed copy of your completed application will serve as confirmation that you have applied for a Summer School program position.

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Registering in the online summer school application system

Teachers, clinical titles, school aides, and paraprofessionals must apply for the Summer School Instructional Program (SSIP) using the Summer School Online Application.

Before you can submit an application to work during summer school, you must register in the Summer School Online Application. Read all information on the screen carefully as you follow these steps:

1. On the main login page for the Summer School Online Application, click Register
2. Fill in these required fields:
    1. Last Name
    2. First Name
    3. User ID
    4. Confirm User ID
    5. SSIP Password
    6. Confirm SSIP Password
    7. Email
    8. Confirm email
        a. If you have a DOE e-mail address, you may use it to register, or you may use your personal address. This is the e-mail address that will be used for all communications regarding your summer school application, so it is in your best interest to use the e-mail address that you check most often.
3. If you have previously or are currently working for the DOE, enter your EmployeeID (this is the Reference# located on your pay stub), your 7 digit EIS ID, or your 6 digit File Number.

    Applications are only being accepted from current or former DOE employees at this time.

4. Click Register

IMPORTANT NOTES:

Passwords are case-sensitive and must meet the following requirements:

- Minimum 6 characters in length
- Contains at least one upper case letter
- Contains at least one lower case letter
- Contains at least one number
- Does NOT contain your User ID

DOE employees and former employees who use their DOE e-mail address to register:

- The password for the online summer school application is completely separate your DOE e-mail account password. Changing the password for one of these systems will have NO EFFECT on the other system.

Submitting an online summer school application for current employees and former employees

Current employees and former employees must register in the Summer School Instructional Program (SSIP) online application before they can submit an application.

As you complete the application, read all the information on the screen carefully. You are responsible for the information you provide and for submitting the application before the deadline.

1. Log into the online application system using the User ID and SSIP Password you created when you registered in the system.
2. Click Add/Edit Application

Be aware that the system will automatically log you out if you are inactive for 20 minutes. You are advised to save your application often to avoid having to re-enter information if the system times out.

3. Fill in your SSIP – Profile Information

IMPORTANT: Providing your contact information in this application will NOT update your contact information on record with the DOE. To update your contact information on record with the DOE, please call HR Connect at (718) 935-4000.

4. Click Save & Continue to Retention Rights

Important: If you are entitled to retention rights:

a) You should see them listed on this page.

b) If they are NOT listed on this page, follow these steps:

- Please CLAIM THEM here anyway. If you do not claim your retention rights when you submit the application, your rights will be waived.
- Contact your ISC/CFN HR Office or e-mail summerjobs@schools.nyc.gov to correct your DOE records

5. Depending on whether you are entitled to retention rights, the next steps will vary:

To claim your retention rights:

a) Click the radio button for I want to claim Retention Rights

b) Use the drop-down menus to select the summer school program and position (title) you wish to claim

If you are not claiming retention rights:

c) Click the radio button for I do not want to claim Retention Rights

6. Click Save & Continue

7. Select High School, Non-High School, or D79

8. Follow the instructions on the screen carefully to select a position.

   As you click an option in each step, the options for the next steps will change accordingly.

   Important:

   a) For each application, you can select one position (title) and as many districts as you want.

   b) You can NOT submit more than one application for the same position (title) and district.

   c) You can submit applications for as many positions (titles) as you want.

9. Click Submit Position to submit your application for the selected position.

   You will see a list of the summer school applications you have submitted. If the information listed is incorrect, follow the instructions on the screen to edit or delete your application. Click Add New Position to submit applications for additional titles.

10. Click Continue

11. If you wish, you may include a cover letter and resume on your application. If you do not wish to submit this information, you can click Skip now and continue with your application. If you DO wish to submit this information:

    a) Use the Comments field to provide a short description of your skills and experience. The comments you provide in this field will serve as a cover letter for hiring principals.

    b) Click Browse to upload your resume from your computer.

    c) Find your resume file and click Open.

    d) Click Upload Resume.

You will see the resume file name on the screen, but not the content of the file. Hiring principals will be able to open the file you uploaded when they review your application.

e) Click Save & Continue

12. Review the information in your SSIP – Job Application Summary:

a) If any of this information is incorrect, click Edit to update the information.

b) If all of this information is correct:

- Click Print Application to print a copy for your records.
- A separate window will open with the summary to be printed. This summary contains a confirmation number and the date you submitted the application.
- Click Print
- Click Close

13. Click Close. You will return to the main application page.

14. Click Sign Off.

After you submit an application, you will receive a confirmation e-mail from summerjobs@schools.nyc.gov with the following subject line: NYC DOE Summer School Application Submitted

Submitting an online summer school application for external applicants

We are currently accepting Summer School applications from current or former DOE employees only.

After your application is submitted

After you submit an application, you will receive a confirmation e-mail from summerjobs@schools.nyc.gov with the following subject line: NYC DOE Summer School Application Submitted

Important: If you add an application after the deadline has passed, your application will be considered late and you will waive your retention rights.

The application deadline is posted on the Summer School homepage.

Your applicant profile in the application system has no effect on your job application itself. If you update your PROFILE, it will not change your application date. If you edit your profile after the application deadline, your application will not be considered late and this will have no effect on your retention rights.

However, if you add an APPLICATION after the deadline has passed, the application will be considered late and you will not be considered as a retention right applicant for that application.

Updating contact information in the online summer school application

If you previously registered in the online Summer School Instructional Program (SSIP) application, you can update your address, contact number, e-mail address, or teaching experience information at any time.

Important: Updating your contact information in this application will NOT update your contact information on record with the DOE. To update your contact information on record with the DOE, please call HR Connect at (718) 935-4000.

Follow these steps to update your summer school application profile:

1. Log into the online application system using the User ID and SSIP Password you created when you registered in the system.

2. Click Update Profile.

3. Edit the information in any of the fields on this screen.

4. After you edit the fields, you may choose to:

a. Edit your application by clicking Save & Continue to Retention Rights.

b. Return to the main page for more options by clicking Save & Go to Home Page.

c. Exit the application system by clicking Sign Off.

Important: If you add an application after the deadline has passed, your application will be considered late and you will waive your retention rights.

The application deadline is posted on the Summer School homepage.

Your applicant profile in the application system has no effect on your job application itself. If you update your PROFILE, it will not change your application date. If you edit your profile after the application deadline, your application will not be considered late and this will have no effect on your retention rights.

However, if you add an APPLICATION after the deadline has passed, the application will be considered late and you will not be considered as a retention right applicant for that application.

Updating an online summer school application

If you previously submitted an online application for the Summer School Instructional Program (SSIP), you can edit your application at any time.

Important: If you edit your application after the deadline has passed, your application will be considered late and you will waive your retention rights.

Follow these steps to edit your application:

1. Log into the online application system using the User ID and SSIP Password you created when you registered in the system.

2. Click Add/Edit Application

3. If necessary, edit your SSIP – Profile Information and/or Teaching Experience Information

IMPORTANT: Updating your contact information in this application will NOT update your contact information on record with the DOE. To update your contact information on record with the DOE, please call HR Connect at (718) 935-4000.

4. Click Save & Continue to Retention Rights

5. If necessary, edit your Retention Rights options

6. Click Save & Continue

7. Follow the instructions on the screen to edit your application:

- You will see a separate line item for every position and district for which you have applied.
- To delete an application, click the red X in the Delete Position column.
- You cannot edit the School Level or Position Name. If you want to edit these fields, you must delete the incorrect application and create a new one.
- Click Add New Position to submit additional applications. You can submit as many applications as you want.

Important:

- For each application, you can select one position (title) and as many districts as you want.
- You can NOT submit more than one application for the same position (title) and the same district.
- You can submit applications for as many positions (titles) as you want.

8. Click Continue.

9. If you did not include a cover letter or resume on your original application, click Skip. If you originally included a cover letter and resume on your application:

    a. Edit your Comments. Comments are used as a cover letter.

    b. To edit the content in a resume file that you uploaded previously, you must delete it from the application, edit the file, and upload the new version.

    c. To delete a resume you uploaded previously, click the red X next to the file name.

To upload a new resume, follow these steps:

    a. Click Browse

    b. Find your resume file and click Open

    c. Click Upload Resume

You will see the resume file name on the screen, but not the content of the file. Hiring principals will be able to open the file you uploaded when they review your application.

d. Click Save & Continue

10. Click Save & Continue.

11. Review the information in your SSIP – Job Application Summary:

- If any of this information is incorrect, click Edit to update the information.
- If all of this information is correct:

a. Click Print Application to print a copy for your records.

A separate window will open with the summary to be printed. This summary contains a confirmation number and the date you submitted the application. After you update your application, the confirmation number will not change but the printed copy will show the date your application was updated, NOT the date when your application was originally submitted.

b. Click Print

c. Click Close

Important: If you add an application after the deadline has passed, your application will be considered late and you will waive your retention rights.

The application deadline is posted on the Summer School homepage.

Your applicant profile in the application system has no effect on your job application itself. If you update your PROFILE, it will not change your application date. If you edit your profile after the application deadline, your application will not be considered late and this will have no effect on your retention rights.

However, if you add an APPLICATION after the deadline has passed, the application will be considered late and you will not be considered as a retention right applicant for that application.

Cancelling an online summer school application

If you have registered in the SSIP application but have not yet submitted an application, you will not see any applications listed in the online application system. You will not be contacted about a summer school position unless you submit an application. If you decide you do not want to work during summer school before you submit an application, no further action is required.

If you submitted an application for the Summer School Instruction Program (SSIP) using the Summer School Online Application and you want to cancel your application:

1. Log into the online application system using the e-mail address and password you created when you registered in the system.

2. Click Add/Edit Application

3. Click Save & Continue to Retention Rights

4. Click Save & Continue

You will see a list of the summer school applications you have submitted.

5. In the Delete Position column, click the red X to delete your application for that position.

Changing a password for the online summer school application

To change your password for the Sumer School Instructional Program (SSIP) online application:

1. Log into the online application system using the User ID and SSIP Password you created when you registered in the system.

2. Click Change Password

3. Fill in these fields:

- Old SSIP Password
- New SSIP Password
- Confirm New SSIP Password

4. Click Submit

IMPORTANT NOTE:

Passwords are case-sensitive and must meet the following requirements:

- Minimum 6 characters in length
- Contains at least one upper case letter
- Contains at least one lower case letter
- Contains at least one number
- Does NOT contain your User ID

For current DOE employees and former DOE employees only:

If you used your DOE e-mail address to register, please be aware that the password for this system is separate from your DOE e-mail account password. Changing the password for one of these systems will not change the password for the other system.

Retrieving a forgotten password for the online summer school application

To retrieve your forgotten password for the Sumer School Instructional Program (SSIP) online application:

1. On the login page, click Forgot Password
2. Fill in these fields:
    - Email (This is the e-mail address you used when you registered in the system)
    - Last Name
3. Click Send My Password

You will receive an e-mail message that contains your password.

Viewing summer school job postings

Summer school job descriptions for each position (title) are available online in the Summer School Instructional Program (SSIP) application system. These are generic descriptions; more complete description will be found on the Employment Opportunities Bulletin Board in your school.

Follow these steps to view job descriptions online:

1. Access the Summer School Online Application.

2. Click View Postings.

You do not have to be logged into the system to view these job descriptions.

Complete job postings for each program are posted in all schools holding a summer program or participating in a cluster program. These postings contain specific information about the program, including:

- Daily work schedule
- Start and end dates of the program
- Total program hours
- Work location

To find out whether a particular school will be open during the summer, contact the school directly

Checking the status of an online summer school application

If you previously submitted an online Summer School Instructional Program (SSIP) application, you can check the status of your application at any time.

Follow these steps to check the status of your application:

1. Log into the online application system using the User ID and SSIP Password you created when you registered in the system.

2. Click Check Application Status.

In this section of the application system, you can check the status of a previously submitted application, view offers extended to you by hiring principals, and accept or reject your extended offers.

If your application is still pending review, you will see this message: Your Application is currently under review. Please check back on your application status at a later time.

Requesting technical support for the online summer school application system

If you are experiencing technical issues using the Summer School Instruction Program (SSIP) online application, perform these checks:

1. Verify that you are using Internet Explorer.

2. Verify that you do not have your web browser's pop-up blocker or spam blocker enabled.

3. If steps 1 and 2 do not resolve your issue, click Contact Us in the left-hand menu.

4. Complete the SSIP – Contact Us form and click Send.

IMPORTANT NOTE:

If you encounter the following message: **"We are sorry, but an error occurred during the processing of your last request. Please try again later."** Please follow the steps below.

1. Sign Out

2. Close the web browser

3. Open a new web browser

4. Sign In

5. Try again

If you receive the same error message again, please use the Contact Us link to submit a help request or email summerjobs@schools.nyc.gov .

PLEASE NOTE: Your personal information is sent over the Internet from your computer to ours using 128-bit Secure Socket Layer (SSL) technology. SSL encrypts your personal information before it leaves your computer, ensuring that only authorized staff can read it.

At any time during the application process you may access these instructions by selecting HELP from the vertical menu located on the left side of the SIPP home page.