

## **Criminal Background Check**

Before student teaching in the San Angelo ISD, you must obtain a Criminal Background Check by applying through the SAISD website.

### If you already have an SAISD student account

- 1) Go to [www.saisd.org](http://www.saisd.org)
- 2) Click on the tab at top of the screen titled "Employment"
- 3) From the drop down menu click on "Job Opportunities"
- 4) Under "*University/College Students*" click on "*View the University College Job Board for more information about available positions.*" View "Student-University/College Programs"
- 5) After viewing the job, click on "University/College Students Click Here to Login and Apply."
- 6) Sign In with your username and password.
- 7) Read and "Accept" the Disclaimer
- 8) Update existing application as needed
- 9) Click on the "Jobs" tab
- 10) Click on "View/Apply" **select** "Student-University/College Programs."
- 11) Click on "Apply for this job"
- 12) There should be a "yes" next to the job you applied for upon completion.

### If you do not have an SAISD student account

- 1) Go to [www.saisd.org](http://www.saisd.org)
- 2) Click on the tab at top of the screen titled "Employment"
- 3) From the drop down menu click on "Job Opportunities"
- 4) Under "*University/College Students*" click on "*View the University College Job Board for more information about available positions.*" View "Student-University/College Programs."
- 5) After viewing the job, click on "University/College Students Click Here to Login and Apply."
- 6) Click on "Create New Account"
- 7) Fill out the needed information
- 8) Click on "Save and Next"
- 9) Continue answering the questions in the application, click on "Save and Next" on the bottom of each page.
- 10) You should get a "Success Screen"
- 11) Read and "Accept" the Disclaimer
- 12) Click on the "Jobs" tab
- 13) Click on "View/Apply" **select** "Student-University/College Programs."
- 14) Click on "Apply for this job"
- 15) You should end up back on the screen that lists the jobs and there should be a "yes" next to the job you applied for.