

Congratulations on **your new position at Portage Public Schools**. This position is hired through a third party, EduStaff.

Please complete the following steps:

- Go to the EduStaff website at www.edustaff.org and start the application.
 - The access code is goedu
 - You will need to choose the school where you are coaching.
- When you have completed all of the required GCN modules and the online application, please print it and sign where applicable
- Contact Amy Blankshain at **269-323-5183** to set up an appointment to go over paperwork
 - Bring your signed application
 - Bring proper forms of ID such as Driver's License and Social Security card or a valid Passport
 - **Bring a copy of your Concussion Training Certificate**
 - Your ID Badge picture will be taken at this appointment
- The meeting location is at the Portage Public Schools Administration Building, 8107 Mustang Drive, Portage, MI 49002 (by Portage Central High School)
- If you do not have current fingerprints on file in another school district you will need to have your fingerprints taken. **Please call to make an appointment now!**
 - **Fingerprinting locations:**
 - **KRESA (269) 250-9200**
 - **WMU Public Safety (269) 387-5576**
 - Please take the Livescan Fingerprint Request form and MI Waiver Form with you and return it to me when your fingerprinting is completed. Your Livescan form will be available as part of your printed application. Please sign both of them, but keep one with the packet.

If you have any questions, please contact me or call EduStaff. Congratulations on your new job and welcome to Portage Public Schools!