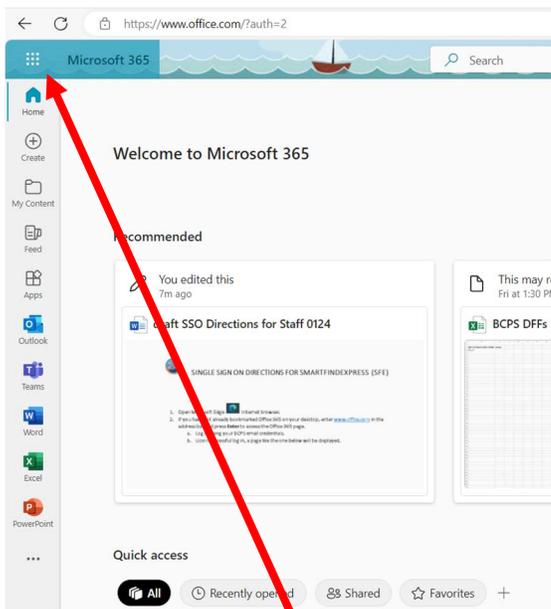




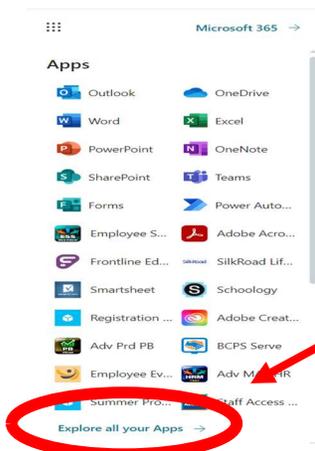
FY 24024 SUMMER PROGRAM EMPLOYEE INTEREST FORM DIRECTIONS

Accessing the FY 24 Summer Program Interest Form Using All Apps

1. Open Microsoft Edge  Internet browser.
2. If you have not already bookmarked Office 365 on your desktop, enter www.office.com in the address bar and press **Enter** to access the Office 365 page.
 - a. Log In using your BCPS email credentials.
 - b. Upon successful log in, a page like the one below will be displayed.



3. Click on the  icon in the upper left corner.
4. A menu with recently used Apps will be displayed. Click on the **Explore all your Apps** at the bottom of the listing.





FY 24024 SUMMER PROGRAM EMPLOYEE INTEREST FORM DIRECTIONS

5. Generally, Apps are listed Alphabetically on this menu. You may need to click on **More in Other Apps** to see the full alphabetical list of available apps.

Get work done

Other Apps

Actively Learn

Adobe Acrobat

Adobe Creative Cloud

Adobe Express

Adv MA1 HR

Adv Prd HR

Adv Prd PB

Adv SH1 HR

Amira

Apex Learning

Asset Essentials

ASSISTments

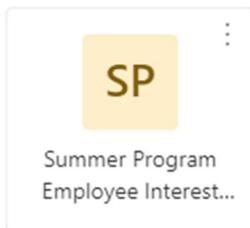
Barracuda Essentials for...

BCPS Digital Content

BCPS Enterprise...

More in Other Apps →

6. Scroll down the alphabetical list until you find the icon below, titled **Summer Program Employee Interest Form**.



7. Once you have found the icon, click on the icon to be directed to the FY Summer Program Interest Form.

FY 24 School-based Summer Program Employee Interest Form

Please review important information about Summer Programs using the links below:



FY 24024 SUMMER PROGRAM EMPLOYEE INTEREST FORM DIRECTIONS

FY 24 School-based Summer Program Employee Interest Form

Please review important information about Summer Programs using the links below:

Summer Program School Pairings

https://bcpscloud-my.sharepoint.com/:b:/g/personal/ckirk_bcps_org/ETH1Z2SLc1ZDs924m5_TL1cB_pQz12hCJmHa1EDheUQB0w?e=V9XOWo

Summer Program Staff & Program Information

https://bcpscloud-my.sharepoint.com/:p:/g/personal/ckirk_bcps_org/EUVDsMuF6uhHnZwF98Ax1eoB6PEuMmrEd2G61zMXl4PnPw?e=g0AQHJ

8. Review both links before completing the Interest form.
 - a. **The Summer Program School Pairings** should be reviewed PRIOR to selecting your preferred summer work locations in questions # 4 of the form. BCPS is using a cluster model this summer and several schools may report to one (1) physical location.

Battle Grove ES	Battle Grove ES Chesapeake Terrace ES Edgemere ES
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EXAMPLE: Using the screen shot above from the Summer School Pairings list, you will select Battle Grove ES on the form if you wish to work at Battle Grove, Chesapeake terrace, or Edgemere this summer.

- b. **The Summer Program Staff & Program Information** presentation has important information about the programs, dates and rate of pay, etc.



FY 24024 SUMMER PROGRAM EMPLOYEE INTEREST FORM DIRECTIONS

Completing & Submitting the FY 24 Summer Program Interest Form

Question 1: Are you completing this form on behalf of someone else?

- **No** – select this option if you complete this form for yourself.
- **Yes** – select this option if you are completing this form for another BCPS employee that may not/does not have access to a device.

If you selected Yes for Question 1, the next item will ask you to enter the bcps.org email address of the person you are submitting on behalf of.

- All employees have a BCPS email address, it can be found using the address book in Outlook.
- Any non-BCPS email address entered will not be verified and will not move into the candidate pool.

Next item: Program of Interest

- Select the programs that you are interested in working for.
- You can select up to all six (6) options from the list provided.

Next item: Summer Program Preferences

- Select up to six (6) preferred locations, review the **Summer Program School Pairings** document prior to making selections.

Next item: Current CPR or First Aid Certification

- Mark your selection for CPR, First Aid or Neither.

Final item: Copy response & Submit

- Check the box to send an email receipt of your responses.
- Click on the Submit button.

Program of Interest *

- ESY- Extended School Year
- EYLP - Elementary School
- EYLP - Middle School
- EYLP - High School
- Child Find
- Judy Center