



Human Resources

Instructions for Internal/Transfer Application

Full-time BISD employees, who wish to complete an Internal/Transfer Application, should follow these steps.

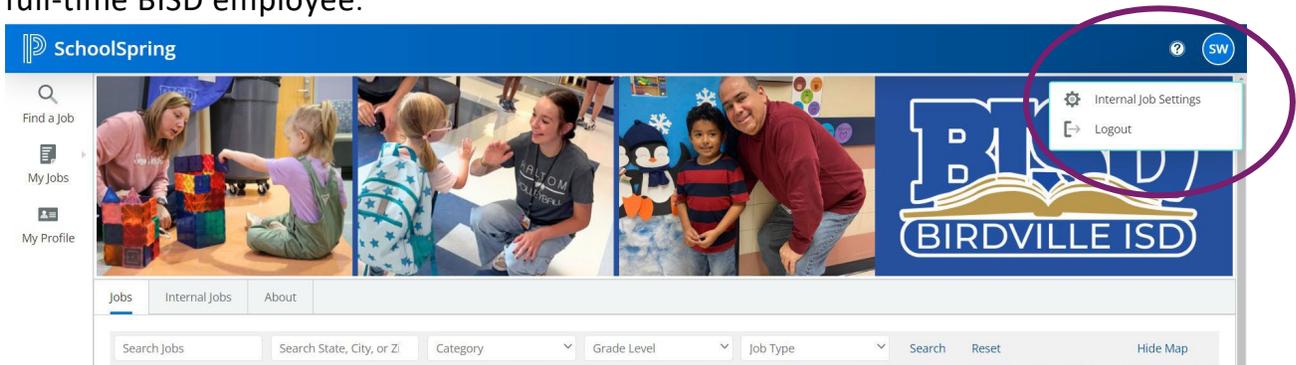
Log in: <<[Log into SchoolSpring](#)>>

Select: [Sign In/Register](#) to create your account (Top, right-hand side of window)

First-time users, select: [Sign Up](#) (bottom of next screen)

Follow the prompts to create your new account. The system will ask you to verify your email address and once verified, you will receive a confirmation. Select: [Back to SchoolSpring](#) to log into the system.

To view and apply for internal postings, you must first verify you are a full-time Birdville employee. Once on the main Job Board, click on your initials (top, right-hand side of your window) and select [Internal Job Settings](#) to confirm you are a current, full-time BISD employee.



Once this step has been completed, you will be able to view and apply to both internal and external job postings by selecting the [Internal](#) tab. (see example below)

