



*For Internal Candidates:*

# Using Atlas Talent to apply for positions or review/edit Candidate Profile

*(includes substitute employees)*

First, go to the **FCS Career Site**, <https://jobs.fultonschools.org>, and select **“Employee Login.”**

*Note: The system may automatically log you in if you are on the FCS network. If you are off site, you will be prompted for your usual FCS login information.*

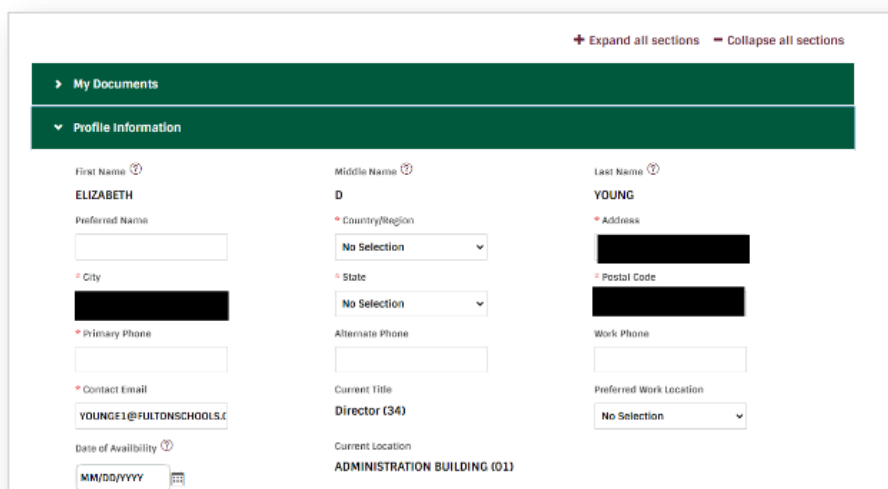


Next, click **“View Profile”** under **“My Account.”**



This will launch **Atlas Talent** where you can access your **Candidate Profile**. Atlas Talent has replaced AppliTrack as the district’s tool for recruiting and hiring.

From here, you can review and edit your profile information. You can also upload documents or complete other sections at this point (without applying to a specific job).



If you are interested in reviewing current job openings, click the **“View All Jobs”** tab.

You can search and apply for specific jobs while logged in as an internal candidate.

