



ATLANTA
PUBLIC
SCHOOLS

Office of
Human Resources

www.atlantapublicschools.us

Apply here: www.apsrecruits.us

Directions for New Users

- Press the **“Click Here to Login/Register”** button-to create an account. This will take you to the log-in page.
- Press the **“Create Account”** button. You will then be prompted to select your account type; Select Standard.
- Next, for the **“Add Applicant”** page: Select **Support Staff or Certified or Substitute or Administrative** as Applicant Type; and proceed to enter your general information, username and password. **Click SAVE AND NEXT.**
- You have successfully created an account. (Account Recovery Questions are optional-but recommended)
- After completing this stage, read and **ACCEPT the Disclaimer**, in order to proceed to **“My Application”** on the next page.
- Click on **“My Application”** in the **upper left-hand** corner to complete all tabs before applying for the job.
- After completing all tabs, you are now ready to **click on “Jobs”** and enter the Job numbers listed on this flyer.