

How to find Job Postings in Sharepoint

1. Login to your O365 account via the web.
2. Click the Waffle, and click “Sharepoint.”
3. On the left side of the page, click “BWDSB Home Site.”
4. A new page will open. At the top of the page, click the arrow to the right of “Staff Resources.”
5. In the pull-down menu, click on “Job Postings.”
6. A new page will open. Each Job Posting is posted as a separate Word document.
7. The default listing is alphabetical, by name of the document. To see the most recent, click the arrow to the right of the word “Modified” and click on “Newer to older.”