



Career Gateway

PSBA Career Gateway – Logging-In

Before a district can begin posting vacancies (excludes Superintendent of Schools), the district needs to designate a specific person to post vacancies. This designee will need to be registered by sending a request via email to careergateway@psba.org

Please include the following information:

- *First/Last Name*
- *School District Name*
- *Position within the District*
- *Gender*
- *Phone Number*

Once your district has been registered, you will receive a temporary sign-in password which will give you access to the posting option available through PSBA's Career Gateway system. When you have received your temporary password, log into PSBA's Career Gateway system at <https://careergateway.psba.org/login.jsf> or by clicking the "Sign In" tab located on the top right hand corner of your page.

Once signed in, you can change your password by clicking the "My Profile" link in the top menu and then clicking "My Settings" then "Account Settings." The direct link to account settings is: <https://careergateway.psba.org/account.jsf>

If you are unable to sign in, you also may reset your password by clicking on the "Forgot Password" button found at the login page.