To Establish Your BEACON Instructional Transfer Account	
If you already have an Instructional Transfer Account in BEACON, you may use your current account. **If you have a New Instructional Account, you must contact H/R to delete it so you may create an Instructional Transfer Account.**	
Go to 'www.brevardschools.org'	
Click or select 'Employment' and scroll down the page to the bottom.	
Scroll down and find Click or select 'Click here (Link) to Create an account...'	
Click or select 'To create a NEW or TRANSFER account, click here'	
To begin, click the radio button for, 'I have read the above disclosure statement and wish to proceed with the application'. Click or select 'Continue'.	
To create the account as a 'Transfer' account:	
Continue filling in the required information (defined by an *). Complete the page to establish the account.	
After you have established your Transfer account, fill out the information requested in the Instructional Addendum.	
To look for and apply for available Transfer Openings:	
Click or select 'Click Here – View Job Openings and Apply'	
The jobs will appear as voluntary/involuntary in the Position column The Status column will show 'Transfer Only'	
Click or select the title of the position to open	
To apply, click or select the 'Apply' button located at the bottom of the ad	
A popup will appear – click or select ok	
Successful application will appear 'Yes' in the 'Applied' column	