

# ONLINE BIDDING INSTRUCTIONS FOR PROFESSIONAL & SERVICE PERSONNEL

To bid, please do the following:

- ✓ Go to the Wayne County Schools website  
<https://www.wayneschoolswv.org/>
- ✓ Click on the tab labeled **EMPLOYMENT** located on the left of the webpage.
- ✓ Click on **AVAILABLE JOBS/ BID PORTAL**

**If it's your first time registering follow STEP 1 & STEP 2**

**STEP 1:** Click on **REGISTER** and complete the registration process. (You will need an email account such as Yahoo, Gmail, Hotmail, county email or any other valid email account)(If you are a current employee of Wayne County Schools you will also need your Employee ID# 989-00-XXXX, which is located at the top of your payroll stub)

**STEP 2:** Go to the email that you used to register with and click on the link provided in order to finish the registration process.

- ✓ After you have registered, you may then bid on the jobs you choose.
- ✓ The next time you visit the Bid Portal you will need to click the **LOGIN** button to log on and bid, you will not have to complete a new registration.
- ✓ If you do not have access to a computer at home or at work, you may use a computer at the Board Office located at the reception desk.
- ✓ You may call 304-272-5116 with questions.

We think you will like the new ONLINE bidding system. We realize that sometimes change is difficult, but we believe that once you start using this system, you will find it to your liking.

**Sincerely,  
Chanda Perry  
Director of Human Resources**