Directions for Completing Background Check – Northwest ISD
Clinical Teachers

1. Go to this website, https://www.applitrack.com/nisdtx/onlineapp/ and click on “Log In” under the External Applicants section.
2. You will need to create an account if you do not have one by clicking on "Start." Otherwise, login with your email and password.
3. You do not need to fill anything out on the Vacancy Desired page.
4. When you get to the Position Desired page, you will scroll to the bottom and choose click in the box beside “Student Teacher.” Choose 0 years of experience from the drop down.
5. At the end of the application you will click on “Finish and Submit”
6. The system will send you an email verification.
7. Forward Northwest ISD verification email to COE-ClinicalPractice@unt.edu by the due date listed on the placement email.