

Have a
question?

For customer service
call 1-877-900-5627 or email
info@applytoeducation.com
7: 30 a.m. – 7 p.m. EST (M- F)



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How Do I register As An External Applicant With Grande Yellowhead PSD?

- Go to www.applytoeducation.com
- Click on '**Create an Account**'
- Select the statement "I am registering as an External"
- Select your **Position Category** (e.g. **Teacher, Support, Management**)
- Create your username and password and provide your contact information
- Once logged in, Customize your portfolio by completing all sections (Cover Letter, Resume etc)

If you have not completed a section in your application, a message will appear in your **Account Summary Page** when you log into your account.

How Do I Complete My Application?

- ✓ In order to make yourself visible to GYPSD, go to the **Administration** tab and click on the **Purchase credit** section. Select GYPSD and pay \$12 (this credit is valid for one year).
- ✓ Go to the **Who Can View My Portfolio** page and click FT, PT or CT or **Edit Preferences**

How Do I Search For Job Postings and Sign Up to Receive Job Alerts

- Log into your account
- Under the **Job Postings** tab, click on '**Search Jobs**'
- Select Grande Yellowhead from list the list of Districts
- Click **YES** to receive Job Alerts and name your **Job Alert** search

To Apply to a Posting

- ✓ Complete the steps above to view all job postings for Grand Yellowhead PSD
- ✓ Click on the **Position** title for a posting you wish to apply to
- ✓ Scroll to the bottom of the page and then click '**Apply**'
- ✓ Jobs will appear in your '**Job Application Log**'

Note You can upload a resume and cover letter specific to the posting before you click the **Apply** button.

