

applytoeducation

Questions? Contact 1877 900 5627 or email info@applytoeducation.com 5:30 am to 5:00 pm MST (M-F)

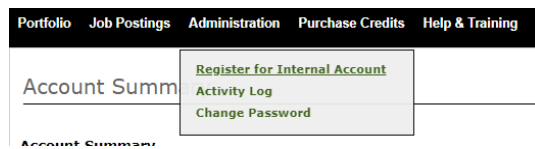
Note If you are a permanent employee, you are not required to purchase a credit towards Grande Yellowhead Public School Division.

Follow the steps below to register as an **'Internal Applicant'**. If you have any questions, don't hesitate to contact the Customer Service number provided above.

1. Go to www.applytoeducation.com and click **Login/Register**.
2. If you already have an account on ATE, log in to your existing account.
3. If you do NOT have an existing account, select the **Register** option to create an account. You will be required to create a username/password that you will need to use to sign into your account to access the postings.
4. Complete **all** sections of the Portfolio

How do I gain access to Internal postings?

1. Under the **Administration** section in your account, click the **'Register for Internal Account'** page



2. Complete the Internal Applicant Registration form and click the **'next'** button to submit

Once you register as an Internal Applicant, you will be re-directed to the Account Summary page.

3. E-mail Ewen Murray ewenmurr@gypsd.ca requesting that you be approved as an Internal Applicant

Once GYPSD has confirmed your internal account, you will get an email confirmation and gain the Internal Employees section in your ApplyToEducation account.

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How Do I apply to Internal Postings?

1. Log into your ApplyToEducation via www.applytoeducation.com
2. Access the **View Internal Job Postings** page in the **Internal Employees** section
3. Click on the posting title
4. Answer any job-related questions and click the **'apply'** button to submit your application

After you click the **'Apply'** button you will receive 3 confirmations:

- A pop-up message will confirm your successful application
- You will receive a confirmation email
- The job posting will also appear in your **Job Application Log** in the **Job Postings** section in your account

NOTE: If you wish to make any changes to your resume and/or cover letter or job-related questions, please go to your **'Job Applications Log'** to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

How Do I receive Job Alerts for Internal Postings?

1. Log into your ApplyToEducation via www.applytoeducation.com
2. Access the View Internal Job Postings page in the Internal Employees section
3. Select **'Yes'** to receive Internal Job Alerts