

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)



applyto  
education

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.

**STEP 1:** Visit [www.applytoeducation.com](http://www.applytoeducation.com) and click on CREATE AN ACCOUNT at the top right hand corner of the home page under the **'sign in'** button.

**STEP 2:** IF you already have an account on ATE, log in at the top of the page in the **'Existing Users'** box and complete your Current Work Assignment details and then go to Step 5..

**STEP 3:** IF you do NOT have an existing account, complete the Personal Information section: email, employee number (i.e.11223), email address required and click **'Register'**.

**STEP 4:** Complete the remainder of the form

**STEP 5:** Click the **'Save Internal Application'** button. A new page will appear with confirmation that your registration was successful.

**STEP 6:** Complete **all** sections of the portfolio

**STEP 7:** E-mail Marilynne Marcoff at [marimarc@gypsd.ca](mailto:marimarc@gypsd.ca) requesting that you be approved as an Internal Applicant.

**STEP 8:** Once GYPSD has confirmed your internal account, you will notice a **'View Internal Job Postings'** button to view and apply to Internal Postings. You can sort and print the list of active postings. To view more details on a specific posting, click on its position/subject name (listed in red). Internal postings are not viewable by occasional and long term occasional employees.

**STEP 9:** If you would like to be notified by email when internal GYPSD vacancies are posted, select **'Yes'** to the Job Alert notification.

**STEP 10:** To apply to a posting follow the instructions on screen. You can upload a resume and/or cover letter(s) tailored to the Job Posting and then click on the **'Apply'** button.

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

- 1) A pop up message will confirm your successful application
- 2) You will receive a confirmation email
- 3) A confirmation will also appear in your Job Application log

**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.