# applytoeducation

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| **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 Krishnan Nagarajan krisnaga@gypsd.ca requesting that you be approved as an Internal Applicant

**Once GYPSD has confirmed your internal account, you will get an email confirmation.**

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

## How Do I apply to Internal Postings?

1. Log into your account via https://www.applytoeducation.com/attlogin.aspx and access the **Search Jobs** page in the **Job Postings** section. Ensure that the 'Display internal/occasional postings' toggle is on.



2. Click on the posting title
3. 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 account via https://www.applytoeducation.com/attlogin.aspx
2. Access the **Manage Job Alerts** page in the **Job Postings** section
3. Check off '*I wish to be emailed when my employer posts internal job(s)*' to activate your internal job alerts.



NOTE: Job Alert emails are sent to the email address found in the **Personal Info** page under the Portfolio section.

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