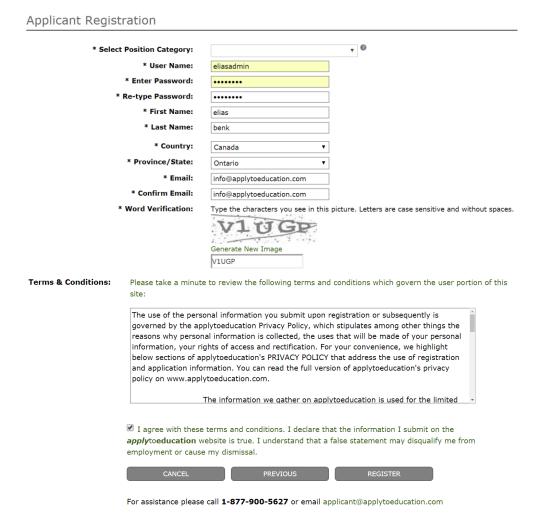


## How to Create an Account

## **How To Create an Account**

- Go to <a href="https://applytoeducation.com">https://applytoeducation.com</a> and select LOGIN/REGISTER from the header, and click Register to create a new account.
- 2. To create your new account, complete all the sections below.



When your registration is complete, you will receive a confirmation email to the email address provided.

3. Fill out the 'Personal Information' page under the Portfolio tab. Once you have completed this section please continue through the Portfolio.

Note: If you are a certified teacher, add your certificate to the 'Qualification' section of the portfolio.



## **Search and Apply to Job Postings**

- 1. Login to your account on www.applytoeducation.com and click Search Jobs in the Job Postings tab
- 2. Click on the [+] beside the Province or Region to select specific School Boards and click [Search]
- 3. Click the Position/Subject of a job posting to view its details
- 4. Click the [Apply] button on the bottom right-hand corner of the job description page and answer any job posting related questions.

## How Do I know I Successfully Applied to a Job Posting?

All jobs you applied to are listed in your **Job Application Log** under the **Job Postings** section.