



RCCDSB Permanent Teacher Registration Guideline

Employees must register to receive job posting alerts and to apply for postings as noted below:

- STEP 1:** Visit www.applytoeducation.com and click on the 'Internal Transfer Process' box at the bottom of the web page.
- STEP 2:** Complete all sections on this screen. Use your RCCDSB email address (e.g. jane.doe@rccdsb.edu.on.ca) or an email address of your choice. As RCCDSB does not currently have unique employee ID#'s for each employee, please enter 123 (or other numbers of your choosing) for your Employee ID #.
- STEP 3:** Click 'Register'. The 'Internal Applicant Registration' form should appear. (**Note: If you are simply interested in viewing the posting and not applying click the 'View Internal Postings' button.**)
- STEP 4:** If you already have an account with *applytoeducation*, you may login into the 'Existing Users' section and then go to STEP 5. Otherwise, all new users must create a username and password to log into their online application.
- STEP 5:** Complete the remainder of the form. The Contract Status is your FTE and uses 1.0, 0.83, 0.67, 0.5, 0.43, 0.1, 0.03 etc.
- STEP 6:** Click the 'Save Internal Application' button. A new page will appear with confirmation that your registration was successful and now needs to be approved from the board. In addition, a confirmation will be sent to your email account provided with your username and password.
- STEP 7:** This is your Account Summary page. Complete the Experience(s) section by adding any previous teaching or relevant experience. The remaining sections of the portfolio are NOT required for internal applications.
- STEP 8:** Once, you have been confirmed by Human Resources as an internal OECTA employee, **you can then start applying to internal postings through *applytoeducation*.**

Internal Application Process:

- STEP 1:** As of September 7, 2010 you will be able to click 'View Internal Job Postings' in the 'Internal Job Postings' section. 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).
- STEP 2:** To apply to a posting follow the instruction on the screen. It is recommended that you upload a new resume and cover letter at this time to ensure that your information is up to date. A confirmation email will also be sent to your email account provided after you have registered and been accepted by Human Resources.
- STEP 3:** To review exactly what you submitted to the posting click on 'Job Application Log'. You may 'update' your application at any time until the position is closed. Hiring Principles only see your most recent version.

NOTE: *ATE has video and/or question icons on many of their screens in the upper right hand corner to provide assistance in working through their processes.*