

How Do I Register as an applicant?

STEP 1: Visit www.applytoeducation.com and click on 'New Users' at the top of the page.

STEP 2: Select 'I am registering as an EXTERNAL applicant to apply to a School Board Where I am not currently employed'.

STEP 3: In the 'Select your Position Category' Select 'Teacher' or 'Support'. Fill out your Personal Information with a valid email address and create a Username and Password and then click 'Register'.

Congratulations, You have now opened an account. Please continue and complete your portfolio.



REMEMBER you can log in or out at any time and as long as you saved your changes, your portfolio will be updated.

How Do I complete my portfolio?

STEP 1: Log into your account and completed each page, under your 'Portfolio' section. (i.e. Personal Info, Qualifications (For Teachers, please enter your OCT# by clicking 'Add certificate').

On the Resume and Cover Letter page you can upload your **resume** and **cover letter**.



Note: If you do not have access to a scanner to upload your supporting documents, simply go to the 'Supporting Documents' page and print out the information on how to send a copy of your documents to be scanned and uploaded to *applytoeducation* and ATE will do it for you!

How Do I apply to RCCDSB?

STEP 1: Log into your account at www.applytoeducation.com

STEP 2: Go to the 'Purchase Credit' page and select RCCDSB and process a payment.

STEP 3: Go to the 'Who can view my Portfolio' page and check mark the **FT,PT or CT** boxes next to RCCDSB (FT = Full Time, PT = Part Time, CT=Contract you can select all 3 if you wish) click the 'Edit Preferences' button if you are interested in occasional work.

You are now visible to RCCDSB, but you will need to apply to specific postings as they come available.

How Do I Receive Job Alerts and apply to RCCDSB Job Postings?

STEP 1: Log into your account and click on 'Search Jobs' and choose RCCDSB and click 'YES' to sign up to receive a Job Alert anytime RCCDSB posts a job.

STEP 2: Click the 'Search' button at the bottom of the page.

STEP 3: Click on the posting you are interested and follow the instructions on screen. You can upload a resume and/or cover letters tailored to the Job Posting and then click on the 'Apply' button.

STEP 4: To confirm you have applied to a posting, refer to your Job Application Log, if the posting is not there, you have not applied.

NOTE: If you wish to make any changes to your resume or cover letter and 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.