

How To Create an Account

1. Go to <https://applytoeducation.com> 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.

Applicant Registration

*** Select Position Category:**

*** User Name:**

*** Enter Password:**

*** Re-type Password:**

*** First Name:**

*** Last Name:**


*** Country:**

*** Province/State:**

*** Email:**

*** Confirm Email:**

*** Word Verification:** Type the characters you see in this picture. Letters are case sensitive and without spaces.



Terms & Conditions: Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the applytoeducation Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of applytoeducation's PRIVACY POLICY that address the use of registration and application information. You can read the full version of

I agree with these terms and conditions. I declare that the information I submit on the **applytoeducation** website is true. I understand that a false statement may disqualify me from employment or cause my dismissal.

When your registration is complete you will receive a confirmation email to the email address provided. 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. It can take up to 48 hours for OCT to link when you initially add your number.

| Issued By | Certificate/License | Certificate/License # | |
|--|--------------------------------|-----------------------|---|
| Ontario ▼ | Certificate of Qualification ▼ | 1234 | <input type="button" value="SAVE"/> <input type="button" value="DELETE"/> |
| <p>By providing my Ontario College of Teachers member number I grant the College permission to provide my membership status and qualifications from the Public Register. I acknowledge this information will be uploaded to my application portfolio on applytoeducation and will be visible to School Boards and Private Employers I apply to.</p> | | | |
| <input checked="" type="checkbox"/> I accept | | Re-type OCT# | <input type="text" value="1234"/> |

Search Job Postings and Apply

1. Click **Search Jobs** in the Job Postings menu.
2. Click on the [+] beside the Province in to view the regions.
3. Click on the [+] beside the Region of interest to select the school board of interest.
4. Click the **Search** button to view your job search results.
5. Select the **Position/Subject** of the job posting of interest to view the job description.
6. 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 Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission
2. An email confirmation with the details of the posting
3. The posting appears in your **Job Application Log** under the **Job Postings** section.

How Do I Purchase Credits

STEP 1: To purchase a credit, click on the **Purchase Credits** section. Select **ApplyToEducation Credits**.



STEP 2: To purchase a credit check the box next to the board(s) of interest and **Select Payment Method**. Click **Next**.

The screenshot shows the 'Purchase Credits' page. At the top, it states: "E-couriering your application portfolio to unlimited jobs with one School Board and Private Employers for one year costs \$12 per Applicant Category, from your date of purchase." Below this, it says: "Click the box beside the School Board(s) you want to e-courier your application to and select your payment method." The page is divided into two main sections: "BY PROVINCE" and "PRIVATE EMPLOYERS". Under "BY PROVINCE", the "Province" dropdown is set to "Ontario" with an "UPDATE" button. The "PRIVATE EMPLOYERS" section is expanded to show "Central Region" and "Central South". Under "Central Region", the "Albion District School Board" checkbox is checked and circled in red. Other school boards listed include Conseil scolaire catholique Franco-Nord, Conseil scolaire de district catholique du Nouvel-Ontario, Huron-Superior Catholic District School Board, Near North District School Board, and Sudbury Catholic District School Board. Under "Central South", there are checkboxes for Bluewater District School Board, Bruce-Grey Catholic District School Board, Simcoe County District School Board, Simcoe Muskoka Catholic District School Board, The Protestant Separate School Board of the Town of Penetanguishene, and Trillium Lakelands District School Board. The "Eastern Ontario" section is partially visible. On the right, the "Payment Information" section shows: Country: Canada, Province: Ontario, Sub-total: \$10.62, Less Outstanding Credits: \$0.00, HST (13%): \$1.38, Total: \$12.00. Below this is the "Select Payment Method" section, where "Credit Card" is selected and circled in red, and "Cheque/Online Bank Payment" is unselected. Below the payment methods, it states: "All purchases include the ability to apply to unlimited Private Employer job postings." and "You may make additional purchases at any time. School Boards you have e-couriered your application to within the past year are listed in your Who Can View My Portfolio section and will not appear in the list on this page." At the bottom, it says: "For assistance please call 1-877-900-5627 or email applicant@applytoeducation.com". At the very bottom, there are "CANCEL" and "NEXT" buttons, with the "NEXT" button circled in red.

Note: If you use chose online banking, please allow up to 48 hours for your credit appear.