



For Questions call: 1-877-900-5627 | Email: info@applytoeducation.com | M-F: 7:30 am – 7 pm EST

STEP 1: Go to <https://www.applytoeducation.com/attlogin.aspx>. Click REGISTER to create an account.

The screenshot shows a login form with fields for Username and Password, a green LOGIN button, a Remember me checkbox, and links for Forgot Your Login? and Register. The Register link is circled in red.

STEP 2: Please fill in the sections below and click 'Register':



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.

[Generate New Image](#)

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 applytoeducation's privacy policy on www.applytoeducation.com.

The information we gather on applytoeducation is used for the limited purpose of allowing applicants to search for jobs and e-courier their application to employers on applytoeducation. Applicants select the employers they want to e-courier their

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.



Step 3: Once you have created your account please proceed to the **Administration** tab and select **Register for Internal Account**.

Portfolio Job Postings **Administration** Purchase Credits

Account Summary

Register for Internal Account
Activity Log
Change Password

Account Summary

Step 4: Enter your current work assignment details, including your email.

4

Internal Applicant Registration

Please enter the information on the School Board you want to register with as an internal applicant.

Note: The email address in your Personal Information section will be revised to the one listed below.

Fields marked by an asterisk (*) are mandatory.

* Province: Ontario

* School Board:

* Employee ID #:

* Email:

Current Work Assignment

* Subject(s):

* Grade(s):

* School/Location:

* Date Started:

To select more than one, hold down the control key (PC) or command key (Mac) to select more than one option.

Contract Status:

* Employee Group(s):

Teachers
Principals & Vice Principals
Superintendents & Assistant Superintendents
Counselors

I understand that to view internal job postings or register as an internal applicant I must be an employee of the School Board and that falsifying information will negatively impact my chances of being hired.

Click Next

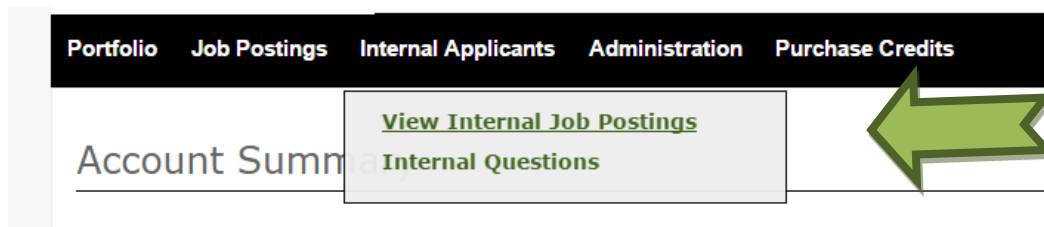
CANCEL

NEXT

Your board will confirm your Internal status to give you access to permanent postings.
You will receive an email when this is done.

How do I view jobs, apply to them and sign up for Job Alerts?

- Log into your account and click on Internal Applicants – View Internal Postings



To setup your Job Alert:

- Click Yes to receive Job Alerts when your school board posts Internal job(s) at the bottom of the page

Job Alert: Do you wish to be emailed when your School Board posts internal job(s)? No Yes

To apply to a posting:

- Click on the **position/subject name** of a posting you wish to apply to and click **apply**

If the job posting is not in your Job Application log, you have not applied to the posting.