

Your employer is now using ApplyToEducation to manage employee postings and transfers. You will receive an email like the one below and are provided with 2 options to enable your settings:

**Option 1:** Enter the **username** of an existing account if you have used our system in the past and it will be linked to your employer

**Option 2:** If you have never used our system click **Create Account**. Your School Board email address will be your **username** and you will be asked to enter your password.  
The email you will receive looks like this:

### Example of Email You Will Receive

Your School District requested an applicant account be created for you with ApplyToEducation.

1. Click below to either create or link to an existing account.

[www.applytoeducation.com/Common/AttUnlinkedAccount.aspx?teacher\\_id=8a72d389-1985-4f38-b69b-1e9532acfb](http://www.applytoeducation.com/Common/AttUnlinkedAccount.aspx?teacher_id=8a72d389-1985-4f38-b69b-1e9532acfb)

You will be able to use your account for one or more of the following, depending on your School Board's settings:

- Manage your employment application
  - Apply to Internal job postings
  - Apply to Long Term Openings
  - Pick interview times
  - Create absences
  - Accept daily assignments
2. After you click the link you are brought to the below page where you can 'create account' or link your existing account with your employer if you have used ApplyToEducation in the past.

**Welcome to ApplyToEducation**

Click the button below to create a new account:

OR

Link to an existing account:

Username

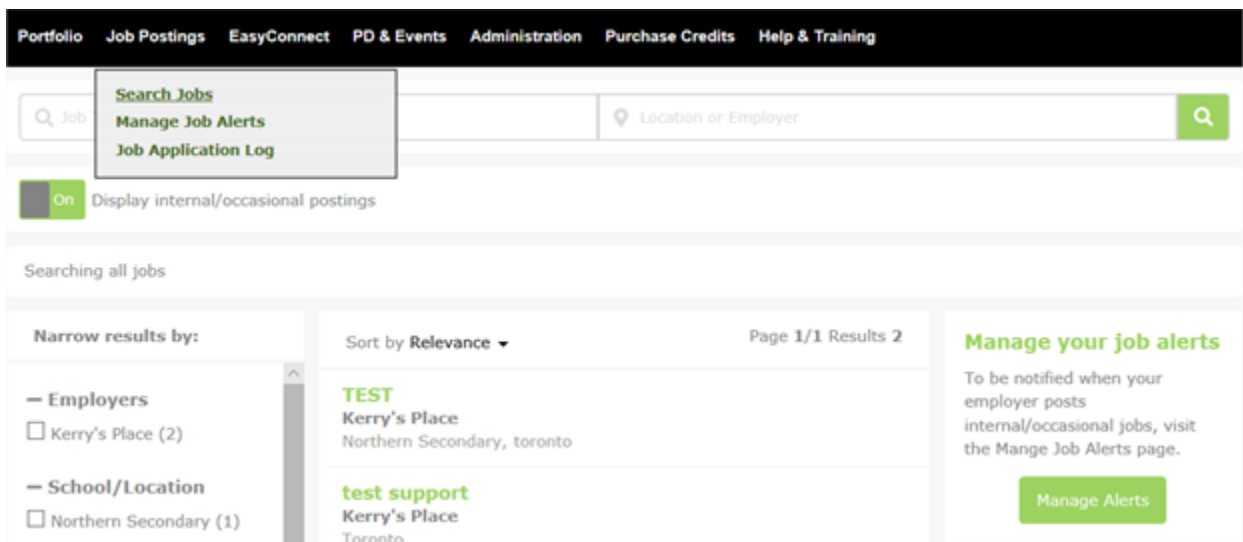
Password

**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	<b>SAVE</b> <b>DELETE</b>
<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 <b>applytoeducation</b> 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"/>	

### Applying to Postings

1. Click **Search Jobs** under the **Job Postings** section. Your internal/occasional postings will already be displayed once the page refreshes.



2. Click on the **Position name** for a posting you wish to apply to.
3. Scroll to the bottom of the posting and answer any Job Related Questions.
4. Click the **Apply** button.

**Note:** You can upload a resume and cover letter specific to the posting before you click the **Apply** button.

### How Do I Know I Successfully Applied To A Posting?

You receive **3 Confirmations** when you successfully submit your Portfolio 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.

### Sign up for Job Alerts

1. Click **Manage Job Alerts** from the **Job Postings** section.
2. Select the option to receive job alerts when your employer posts internal/occasional employee opportunities and the page will refresh when the selects are registered.

#### Manage Job Alerts

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- I wish to be emailed when my employer posts internal job(s).
- I wish to be emailed when my employer posts occasional job(s).