

## How to Register an Account with Red Deer Catholic Regional Schools and Apply To Job Postings

STEP 1: Visit http://rdcrs.simplication.com/WLSBLogin.aspx and click on 'Register'

r Catholic Regional School		Keu Deer Catilolic Regional 3
Username: Passworth		NOT REGISTERED? Thank you for your interest in Red Deer Catholic Regional Schools, We accept applications for all positions online. We ask all those interested in joining aur diaxiasis to create an online portion. Researcher and positions of your pertipolo before applying to a job beating, unless you are a
	SLCH IN	source run your many sets of your dedinator at boucason. In source roundage you to begin your portfolio boday, and add required documents as they are made evaluable to your
10 nenember me	Pergol Utermanie or Pauenerd?	Please note that the user name and password you choose for the application is only to be used for applications and awarthes weltive to top boatings with Read Dear Catholic Regional Schools. To search positions with our division, you can do so through our cancel web page. There, you will also find a step-bu-step guide to completing your application portfolio in FDF format.
		If you have any quantitians or concerns relative to completing your online portfolio, please cell 1.877.900 \$627 or with generalization com.
		REGISTA

**STEP 2:** Choose your position category (i.e. Teachers, Principals and Superintendents) from the dropdown menu. Fill in the registration page, such as creating a username, password (should be a login combination that you can easily remember) and personal information. Click on **'Register'**.

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Print Report				
" Adva Parametti			your account. You will also receive an ema	
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Print April 1			confirmation letting you know that you've	
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**STEP 3**: When registration is complete, you are ready to complete your online **Portfolio** and apply to opportunities! **\*We encourage you to review the job posting to know which sections you are required to fill out\*** 

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Red Deer Catholic Regional Schools			
Red Deer Catholic Regional Schools Welcome Visit our site!	Text Size [+] [-] March 9, 2		
Portfolio Job Postings Administration Help & Training			
Applicant Registration			
REGISTRATION IS COMPLETE			
Congratulations, you have successfully created your account with Red Deer Catholic No. 39. Use the menu on the top of your screen to navigate through your online portf	Regional Division		
Where do you start?			
Here are few features you may want to take advantage of:			
· Fill in your online Application Portfolio, starting with your Personal Info			
<ul> <li>Click Search Jobs under the 'Job Postings' tab to view and apply to positi Jobs you have applied to will appear in your Job Application log.</li> </ul>	ions you are interested in.		



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## How Do I View & Apply To Job Postings?

**STEP 1:** Log into your account via <u>http://rdcrs.simplication.com/WLSBLogin.aspx</u>

STEP 2: Click 'Job Postings' on the navigation bar and select 'Search Jobs'.

**STEP 3:** Select the job posting title of the job that you would like to apply to and click the **'Apply'** button at the bottom of the page.

**STEP 5:** Jobs that you have applied to successfully will appear in your **'Job Application Log'** in the **Job Postings** section

## My Username and/or Password Assistance

**STEP 1:** If you forget your user name and password, visit <u>http://rdcrs.simplication.com/WLSBLogin.aspx</u> and click **'Forgot Username or Password?'** 

STEP 2: Enter your email address you registered with and a password reset link will be sent by email.

## Help! I Need Help!

If you need help, please contact ApplytoEducation's Customer Care department at **1877 900 5627**.

You can also send an email to info@applytoeducation.com

ApplyToEducation is available Monday to Friday between 5:30 am to 5:00 pm MST.

You can also use the 'Help and Training' section on your account for immediate assistance.



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