



**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\***



Red Deer Catholic Regional Schools

Red Deer Catholic Regional Schools Welcome  
Visit our site!

Text Size: [+], [-] March 9, 2018

Portfolio Job Postings Administration Help & Training

## Applicant Registration

### REGISTRATION IS COMPLETE

Congratulations, you have successfully created your account with **Red Deer Catholic Regional Division**.  
**No. 39:** Use the menu on the top of your screen to navigate through your online portfolio.

#### 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**
- Click Search Jobs under the 'Job Postings' tab to view and apply to positions you are interested in. Jobs you have applied to will appear in your Job Application log.

### Applying for a Round 3 posting?

Upload your resume and cover letter on the posting that you are applying to.

Resumé document:

SELECT FILE...

Cover Letter document:

SELECT FILE...

You can upload : .DOC, .DOCX, .PDF, .RTF, .TXT, .WPD files less than 1 megabyte (MB)

#### How to Apply To This Posting

When you click the Apply button your application portfolio will be sent to the employer for this specific posting. A copy of this posting will appear in your Job Application Log indicating you have applied successfully. You will also receive a confirmation email.

Once you click the Apply button you cannot withdraw your application but you can revise your portfolio at any time. Employers will always see the latest version.

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

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

**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 <http://rdcrs.simplification.com/WLSBLogin.aspx> 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](mailto: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.



Red Deer Catholic Regional Schools

Red Deer Catholic Regional Schools Welcome  
Visit our site! Text Size [+ ] [-] March 9, 2018

Portfolio Job Postings Administration **Help & Training**