

Follow the steps below to register as an 'Internal Applicant'. If you have any questions, don't hesitate to contact the Customer Service number provided below.

How to register an account:

1. Visit www.makeafuture.ca and click the **Register/Log** in option located at the top right-hand corner.
2. Under the '*For Applicants*' section, click on Prince George 57 in the Central BC region.
3. Click '**Register**' to create an account with Prince George School District # 57. Please ensure to select the appropriate position category for your position.
*You will be required to create a username/password that you will need to use to sign into your account to access the postings.

NOTE: If you already have an account with Prince George School District # 57, log in to your existing account.

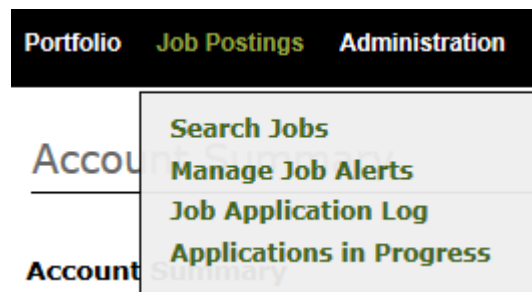
How to register for internal access

1. Under the **Administration** section, select **Register for Internal Account**.
2. Fill out the registration and click submit.

NOTE: An email confirmation will be sent to you once the HR department has approved your internal access.

How do I apply to internal postings?

1. Log into your account via <https://sd57-makeafuture.simplification.com/WLSBLogin.aspx> and access the **Search Jobs** page in the **Job Postings** section. *Ensure that the 'Display internal/occasional postings' toggle is on.*



2. Click on the posting title.
3. Answer any job-related questions and upload a custom résumé or cover letter to the posting.
4. Click the '**Apply**' button to submit your application.

How do I confirm that I've applied to a job posting?

After you click the '**Apply**' button you will receive 3 confirmations:

1. A pop-up message will confirm your successful application.
2. You will receive a confirmation email.
3. The job posting will also appear in your **Job Application Log** in the **Job Postings** section in your account.

NOTE: If you wish to make any changes to your resume or job-related questions, please go to your '**Job Applications Log**' to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

How do I receive Job Alerts for Internal Postings?

1. Access the **Manage Job Alerts** page in the **Job Postings** section.
2. Check off '*I wish to be emailed when my employer posts internal job(s)*' to activate your internal job alerts.

NOTE: Job Alert emails are sent to the email address found on the Personal Info page in the Portfolio.

My Username and/or Password Assistance

1. If you forget your user name and password, visit <https://sd57-makeafuture.simplification.com/WLSBLogin.aspx> and click 'Forgot Username or Password?'
2. Enter your email address you registered with and a password reset link will be sent by email.

Do you need further assistance?

If you need help, please contact ApplytoEducation's Customer Care department at 1866 806 6851.

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

ApplyToEducation is available Monday to Friday between 4:30 am to 4:00 pm PST.

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