

### Creating An Account

1. Go to <https://rcdsb.simplification.com> and click **REGISTER** to create a new account.
2. To create your new account, complete all the sections below.

#### 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

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.

When your registration is complete you will receive a confirmation email to the email address provided. Fill out the 'Personal Information' page under the Portfolio tab. Once you have completed this section please continue through the Portfolio.

### Searching Job Postings & Applying

1. Click **Search Jobs** from the Job Postings menu. Only job postings for Renfrew County DSB will be displayed.
2. Click the **Position/Subject** of the job posting of interest to view the job description.
3. Click **Apply** at the bottom of the job description page and answer any job posting related questions.

### How Do I Know I Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply 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 **Jobs Applied To** page under the **Job Postings** section.

### Activating A Job Alert

1. From the Job Postings menu click **Search jobs**.
2. On the right-hand margin in the '**Job Alerts**' section give our search a name and select the option to '**Create Alert**'.
3. Once the job alert is created, an email will be sent to you to validate the alert. To update or review your job alerts go to the **Manage Job Alerts** page of the **Job Postings** menu.

