



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

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

Red Deer Catholic Regional Schools

Username:

Password:

remember me [Forgot Username or Password?](#)

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 our division to create an online portfolio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your final year of your Bachelor of Education. If so, we encourage you to begin your portfolio today, and add required documents as they are made available to you.

Please note that the user name and password you choose for this application is only to be used for applications and searches relative to job postings with Red Deer Catholic Regional Schools. To search positions with our division, you can do so through our career web page. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.

If you have any questions or concerns relative to completing your online portfolio, please call 1 877 900 5627 or info@applytoeducation.com

STEP 2: Choose your position category (i.e. **Teachers, Principals and Superintendents**) from the drop-down 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'.

Applicant Registration

Select Position Category:

Please note that the Position Category must be chosen after registration.

Open Roles

Public Positions

No Open Positions

Open Roles

Open Roles

Location:

Accessibility/Needs:

Search:

Location Search:

Word Specifications:

Terms & Conditions: Please take a minute to review the following terms and conditions which govern the submission of this offer.

Once you register, you will be re-directed to your account. You will also receive an email confirmation letting you know that you've registered an account with Red Deer Catholic Regional Schools.

STEP 3: When registration is complete, you are ready to complete your online **Portfolio** and apply to opportunities!

Red Deer Catholic Regional Schools

Red Deer Catholic Regional Schools Welcome
Visit our site!

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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 an Internal Transfer?

You will only need to fill out the **Personal Info** and **My Portfolio** pages in the '**Portfolio**'

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Upload your Letter of Intent to the '**Cover Letter**' section on the posting you are applying to.

Résumé document:

SELECT FILE...

Cover Letter document:

SELECT FILE...



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

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

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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