ApplyToEducation
Internal Applicant Instructions

How to Create Your Account and Portfolio

1. Visit https://eips.simplication.com/WLSBLogin.aspx and click **Create Account**.

Note: If you're unsure if you might already have an account, contact Human Resources before creating one.

2. Input your email address, follow the steps to verify your account, then select the applicable position category from the drop-down menu.
3. Complete all fields on the registration page—username, password and personal information.
4. Click **Register**.
5. Once registered, you can complete your online portfolio and apply to opportunities.
6. To create your portfolio, complete all fields marked with an asterisk [*] on the **Personal Info** page.
7. Click **Save**.
8. Review all other pages under the **Portfolio** tab and input or upload other optional information as applicable—such as, qualifications, resumé and cover letter, and supporting documents.

How to Register for an Internal User Account

1. Click the **Account** tab near the top-right corner.
2. Click **Register for Internal Account**.
3. Complete the required fields and click **Next**.
   a. Human Resources staff will review and approve your request for internal applicant status.
   b. You'll receive an email confirmation once you're confirmed as an internal applicant.

ApplyToEducation
Internal Applicant Instructions

How to View and Apply to Internal Job Postings

1. Click the *Job Postings* tab.
2. Select *Search Jobs.*
3. Ensure the *Display internal/occasional postings* toggle is on.
4. Click the posting title of the job you'd like to apply to.
5. Click *Apply* at the bottom of the page.
6. Follow the prompts to upload a custom résumé or cover letter to your application or choose to use the ones already uploaded to your Portfolio, and then answer any job-related questions.
7. Click *Next* after each step and then *Submit* to submit your completed application.
8. To view jobs you've successfully applied to, click *Job Postings* and then *Jobs Applied To*.
   a. If you'd like to make changes to your uploaded résumé or cover letter, click the job title, scroll to the bottom of the application, click *Select file* to browse for the new document and click *Save*—changes can only be made while the posting is open.

How to Set Up an Internal Job Alert

1. Click the *Job Postings* tab.
2. Select *Manage Job Alerts*.
3. Check the box to request email notifications when your employer posts internal jobs.
   a. You must have a confirmed internal user account to see this option.

Username and Password Assistance

1. If you forget your username or password, click *Forgot Username or Password?* on the main log in page: https ://eips.simplication.com/WLSBLogin.aspx.
2. Enter the email address you registered with.
3. Click *Submit*.
4. You'll receive a password reset link by email.

Need Further Assistance?
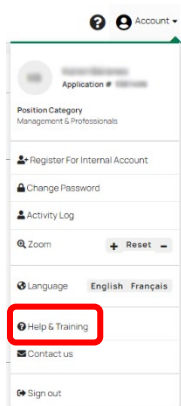
Refer to the *Help & Training* section under the *Account* tab near the top-right corner.

Still having trouble?
Contact ApplytoEducation's Customer Care department:
Phone: 1-877-900-5627
Email: info@applytoeducation.com

ApplyToEducation Customer Care is available
Monday to Friday, 5:30 a.m. to 5 p.m. MST