



How to Apply to Elk Island Public School Division

STEP 1: Visit <https://eips.simplification.com/WLSBLogin.aspx> and click on **Register** or **Link Account** if you have an existing account with a different employer.



LOGIN

Username:
Password:
 remember me

SIGN IN

[Forgot Username or Password?](#)

CREATE AN ACCOUNT

We accept applications for all positions **online**. We ask all candidates interested in joining Elk Island Public School Division to create an online portfolio under the appropriate Job Category.

Teachers are required to complete all sections of the 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 Elk Island Public School Division; job postings. To search positions, you must do so through its Career Opportunities webpage. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.

If you have any **technical** questions or concerns relative to completing your online portfolio, please call the website provider, at ☎ 1 877 900 5627 or info@simplification.com

REGISTER

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to *Elk Island Public School Division*.

LINK ACCOUNT

STEP 2: If you clicked 'Register', 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 **'Register'** to create your account.

If you have an existing account with a different employer, you can select the 'Link Account' option.

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

To complete your **Portfolio**, you must fill all boxes marked with an asterisk [*] on the **'Personal Info'** page and press save.

Then you may complete any other sections in the application (i.e. **'Qualifications', 'Resume and Cover letter', 'Supporting Documents'**, etc.).

How Do I View & Apply to External Job Postings?

STEP 1: Log into your account via <https://eips.simplification.com/WLSBLogin.aspx>

For Questions call: 1-877-900-5627 | Email: info@simplification.com | M-F: 5:30 am – 5:00 pm



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.

NOTE: Jobs that you have applied to successfully will appear in your ‘**Job Application Log**’ in the **Job Postings** section

How Do I set up a Job Alert?

STEP 1: Click **Search Jobs** under the **Job Postings** section in your [Elk Island Public School Division](#) account.

STEP 2: Enter a Job Alert name. You will find this option at the top-right of the page.

STEP 3: Click Create Alert.

Job Alerts

STEP 4: A Job Alert activation email will be sent to you. Please ensure to activate your Job Alert.

STEP 5: Access the **Manage Job Alerts** page under the **Job Postings** section to ensure that you’ve successfully activated your Job Alert.

My Username and/or Password Assistance

STEP 1: If you forget your user name and password, visit <https://eips.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.

Do you need further assistance?

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 in your account for immediate assistance.