ApplyToEducation
External Applicant Instructions

How to Create Your Account and Portfolio

1. Visit https://eips.simplication.com/WLSBLogin.aspx and click **Create Account**.
   *If you have an existing Apply to Education account with a different employer, click **Link Account**.*

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, résumé and cover letter, and supporting documents.

How to View and Apply to External Job Postings

1. Click the **Job Postings** tab.
2. Select **Search Jobs.**
3. Click the posting title of the job you'd like to apply to.
4. Click **Apply** at the bottom of the page.
5. 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.
6. Click **Next** after each step and then **Submit** to submit your completed application.
7. To view jobs you've successfully applied to, click **Job Postings** and then **Jobs Applied To**.

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How to Set Up a Job Alert

1. Click the **Job Postings** tab.
2. Select **Search Jobs.**
3. Narrow the search results using the filters in the left-hand menu as applicable.
4. Click **Update** at the bottom of that menu.
5. In the right-hand menu, input the applicable job alert name.
6. Click **Create Alert**.

Job Alerts

📄 Job alert name

Create Alert

7. Repeat steps 3-6 to create additional job alerts, as applicable.
8. For each alert created, follow the prompts you receive in the notification email to activate the alert.
9. To manage job alerts, click Job **Postings** and then **Manage Job Alerts**.
   a. Edit or remove as applicable.

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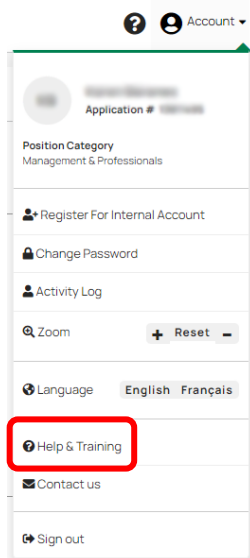
Refer to the **Help & Training** section under the **Account** tab near the top-right corner.

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**