



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

How to Register and Apply

STEP 1: Go to <http://eips.simplication.com>. Click **REGISTER** to create an account.

STEP 2: To create an account, complete all the * sections below:

Applicant Registration

* **Select Position Category:** Teachers, Principals & Superintendents ▼ ⓘ

* **User Name:**

* **Enter Password:**

* **Re-type Password:**

* **First Name:**

* **Last Name:**


* **Country:** Canada ▼

* **Province/State:** N/A ▼

* **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 Simplification 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 Simplification's PRIVACY POLICY that address the use of registration and application information. You can read the full version of Simplification's privacy policy on www.simplication.com.

The information we gather on Simplification is used for the limited purpose of allowing applicants to search for jobs and electronically send their application to employers. Applicants create an account for each employer they want to send their information to. Only those employers who are selected by an applicant are given access to his/her information. General

I agree with these terms and conditions and declare that the information I submit on this website is true.

CANCEL

REGISTER

For assistance please call 1-877-900-5627 or email info@simplication.com

Next, complete the word verification and click **REGISTER**. When registration is complete you should receive a confirmation email.



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How Do I View & Apply To Job Postings

STEP 1: Visit <http://eips.simplication.com> and log in using the username and password.

STEP 2: 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.).

STEP 3: Click **'Job Postings'** on the navigation bar and select **'Search Jobs'** and then **'Search'**.

STEP 4: Select the job posting title that appears in **Green**. Click the **'Apply'** button at the bottom of the page.

STEP 5: Jobs that you have applied to will arrive in the **'Job Application Log'**, you will also receive a confirmation pop up, as well as a confirmation email.

Job Alerts

STEP 1: Click **'Job Postings'** on the navigation bar and select **'Search Jobs'** and then **'Search'**.

STEP 2: At the bottom of the page please select **'YES'** to **'Save Search'** and **'YES'** to **'Job Alert'**.

STEP 3: Name your search and you will receive emails when jobs are posted.

My Username and/or Password

STEP 1: If you forget your user name and password, visit <http://eips.simplication.com> and click **'Forgot Your Login?'**

STEP 2: Enter your email address and the word verification. You will receive an email with a link to reset your password and log into your account.