

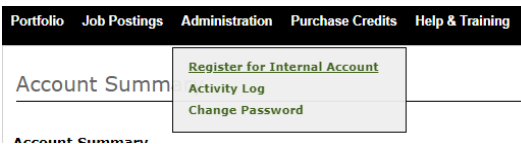


Follow the steps below to register as an **'Internal Applicant'**. If you have any questions, don't hesitate to contact the Customer Service number provided below.

- Go to <https://eips.simplification.com/> and log into your account.
- If you do NOT have an existing account, select the **Register** option to create an account. You will be required to create a username/password that you will need to use to sign into your account to access the postings.

How do I gain access to Internal postings?

1. Under the **Administration** section in your account, click the **'Register for Internal Account'** page



2. Complete the Internal Applicant Registration form and click the **'next'** button to submit

Once Elk Island Public School Division has approved your internal registration, you will receive an email confirmation.

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 apply to Internal Postings?

1. Log into your account via <https://eips.simplification.com/> and access the **Search Jobs** page in the **Job Postings** section. Ensure that the 'Display internal/occasional postings' toggle is on.





2. Click on the posting title
3. Answer any job-related questions and click the **'apply'** button to submit your application

After you click the **'Apply'** button you will receive 3 confirmations:

- A pop-up message will confirm your successful application
- You will receive a confirmation email
- The job posting will also appear in your **Job Application Log** in the **Job Postings** section in your account

NOTE: If you wish to make any changes to your resume and/or cover letter or job-related questions, please go to your **'Job Applications Log'** to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

How Do I receive Job Alerts for Internal Postings?

1. Log into account via <http://eips.simplification.com/>
2. Access the **Manage Job Alerts** page in the **Job Postings** section
3. Check off *'I wish to be emailed when my employer posts internal job(s)'* to activate your internal job alerts.

Manage Job Alerts

I wish to be emailed when my employer posts internal job(s).

NOTE: Job Alert emails are sent to the email address found in the **Personal Info** page under the **Portfolio** section.