



Questions? Contact 1877 900 5627 or email info@applytoeducation.com 5:30 am to 5:00 pm MST (M-F)

Follow the steps below to register as an applicant with [Elk Island Public School Division](#).

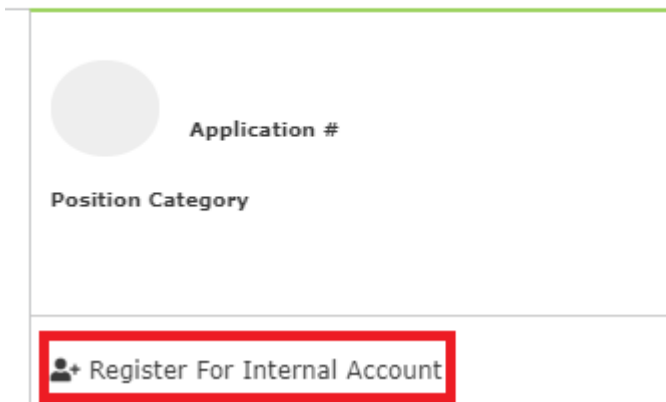
If you have any questions, don't hesitate to contact the Customer Service number provided above.

Internal Applicant Instructions

- 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 to Register for Internal Access

1. Under the **Account** section, select **Register for Internal Account**.



2. Fill out the registration and click submit.

NOTE: An email confirmation will be sent to you once the HR department has approved your internal access.

How to Apply to Internal Postings

1. Log into your [account](#) 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 upload a custom résumé or cover letter to the posting.
4. Click the **'Apply'** button to submit your application.



How Do I Confirm that I've Applied to a Job Posting?

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

1. A pop-up message will confirm your successful application.
2. You will receive a confirmation email.
3. 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 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 to Set up an Internal Job Alert

1. From the **Job Postings** section access the **Manage Job Alerts** page.
2. Put a checkmark beside the option to be emailed when your employer posts internal jobs:

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

My Username and/or Password Assistance

1. If you forget your username and password, visit <https://eips.simplification.com/> and click 'Forgot Username or Password?'
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.

