



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

How to Create an Internal Account and Apply to Jobs

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

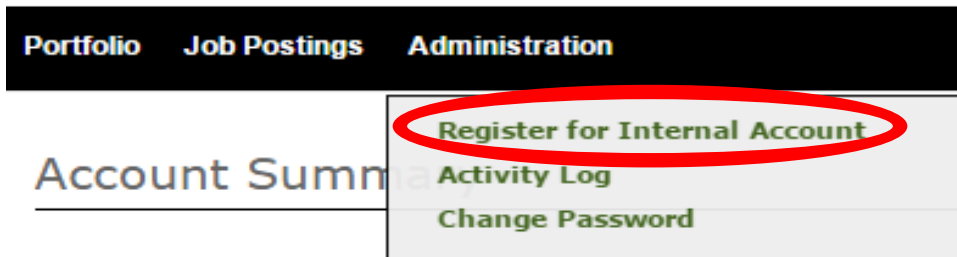
For assistance please call 1-877-900-5627 or email info@simplication.com

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



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STEP 3: Please scroll over the **Administration** tab and select **Register for Internal Account**



STEP 4: Complete the information regarding your current position with the board and click **Next**.

Internal Applicant Registration

Please enter the information on the School Board you want to register with as an internal applicant.

Note: The email address in your Personal Information section will be revised to the one listed below.

Fields marked by an asterisk (*) are mandatory.

* **Employer:** Elk Island PS Regional Division No. 14 ▼

* **Employee ID #:** 1234

* **Email:** account@eips.ca

Current Work Assignment

* **Subject(s):** Primary

* **School/Location:** Andrew School
Ardrossan Junior Senior High
Bev Facey Community High
Brentwood Elementary
Bruderheim School
Castle (Scotford Colony)
Clover Bar Junior High
Colchester Elementary
École Campbelltown School

* **Grade(s):** 1-2

* **Date Started:** February ▼ 1983 ▼

To select more than one, hold down the control key (PC) or command key (Mac) to select more than one option.

Contract Status:

* **Employee Group(s):** Teachers



*Date started relates to the date you started working for the District. *Highlight **Employee Group** and **School/Location**



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Once you have completed these steps contact Human Resources to have your internal account approved. You will receive an e-mail notification when your account has been approved and you will now have access to 'view internal job postings'.

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.).

Apply to Internal Job Postings

The **'Internal Applicants'** section will allow you to view and apply to Internal job postings.

- Select **Internal Applicants** and click **View Internal Job Postings**
- Click the position title of the job that you would like to apply to and click the 'Apply' button
- Jobs that you have applied to will appear in your 'Job Application Log'

Job Alerts: Say 'YES' to receive an email alerts when jobs are posted