

applytoeducation

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

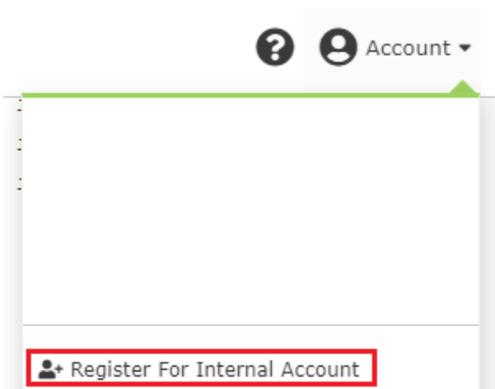
How to register an account:

1. Go to <https://sturgeon.simplification.com/WLSBLogin.aspx> and click the **Register** option. You will be required to create a username and password that you will need to use to sign into your account to access the postings.

If have an existing account, use the log-in section to sign into your account with Sturgeon Public School Division.

How do I gain access to Internal postings?

1. Under the **Account** 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.

NOTE: Once Sturgeon Public School Division has confirmed your internal access, you will get an email confirmation.

How do I apply to Internal Postings?

1. Log into your [Sturgeon Public School Division](#) account and access the **Search Jobs** page in the **Job Postings** section.



2. Ensure that the 'Display internal/occasional postings' toggle is turned **ON**.
NOTE: to view and apply to external postings, turn your internal toggle **OFF**.



3. Click on the posting title.

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4. 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 your account.
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.