applytoeducation

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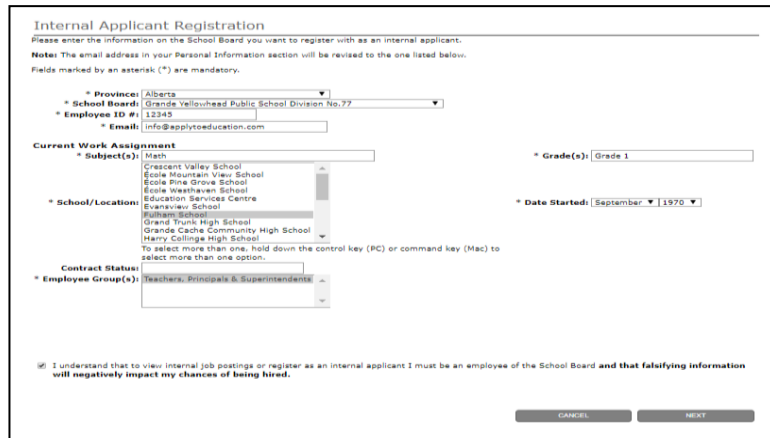
- Go to https://psd.simplication.com/WLSBLogin.aspx and log into your account.
- If you do NOT have an existing account, select the **Register** option to create an account. You will be required to create a username/password that you will need to use to sign into your account to access the postings.

How do I gain access to Internal postings?

1. Under the **Administration** section in your account, click the **'Register for Internal Account'** page
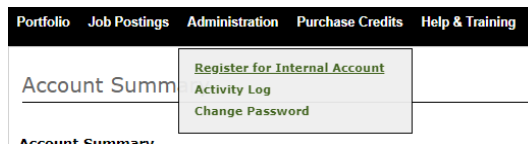
2. Complete the Internal Applicant Registration form and click the **'next'** button to submit

Once you register as an Internal Applicant, you will be re-directed to the Account Summary page.

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

How Do I apply to Internal Postings?

1. Log into your account via https://psd.simplication.com/WLSBLogin.aspx 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 https://psd.simplication.com/WLSBLogin.aspx
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.