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 applicant with Parkland School Division.

If you have any questions, please contact the Customer Service number provided above.

How to register an account:

1. Visit https://psd.simplication.com/WLSBLogin.aspx
2.
3. Click **'Register'** or '**Link Account'** to create an account with Parkland School Division.

   Please ensure to select the appropriate position category for your account.

   NOTE: If you click Register, 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 view and apply to postings?

1. Log into your account.
2. Click '**Job Postings'** on the navigation bar and select **'Search Jobs'.**

Portfolio ▾ **Job Postings** ▾

Search Jobs
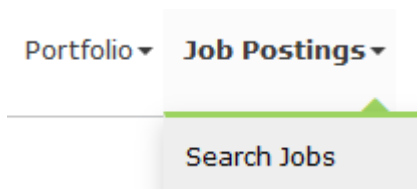
3. Select the job posting title of the job that you would like to apply to and click the **'Apply'** button at the bottom of the page.

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 Do I set up a Job Alert?

1. Click **Search Jobs** under the **Job Postings** section in your account.
2. Enter a Job Alert name. You will find this option at the top-right of the page.
3. Click Create Alert.

applytoeducation

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

Job Alerts

📄 Job alert name

Create Alert

4. A Job Alert activation email will be sent to you. Please ensure to activate your Job Alert.

5. Access the **Manage Job Alerts** page under the **Job Postings** section to ensure that you've successfully activated your Job Alert.

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

My Username and/or Password Assistance

1. If you forget your username and password, visit https://psd.simplication.com/WLSBLogin.aspx 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.

❓ 👤 Account ▼