

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

Applying 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. Click the **'apply'** button to submit your application.

Confirming that you'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 **Jobs Applied To** in the **Job Postings** section in your account.

If you wish to make any changes to your resume or job-related questions, please go to your **'Jobs Applied To'** section to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

Setting up 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 the applicable option(s) to activate your internal job alerts.

Job Alerts and Saved Searches

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

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

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