

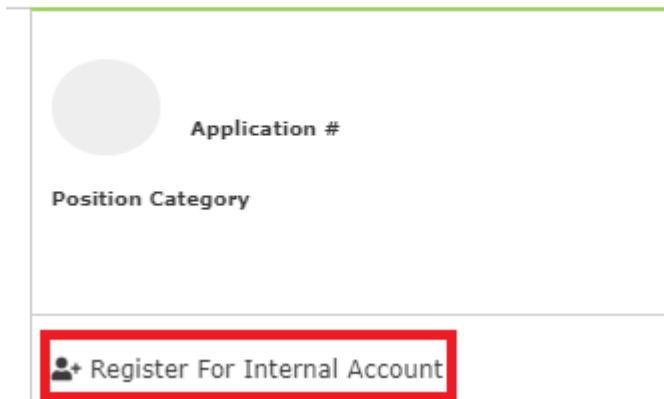
applytoeducation

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

Your employer uses ApplyToEducation to manage employee postings and transfers. You will need to register as an internal applicant to view and apply to internal postings.

Registering as an internal applicant

1. Visit [Parkland School Division](#) and click '**Create Account**'. You can also use the username and password fields to sign into your existing account.
2. Under the **Account** section, select Register for Internal Account.



1. Fill out the registration and click submit.

NOTE: An email confirmation will be sent to you once the HR department has approved your internal access.

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.

applytoeducation

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

Confirming that you've applied to a job posting

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 **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. Access the **Manage Job Alerts** page in the **Job Postings** section.
2. 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**.