

How to Create an Account

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1. Go to <https://applytoeducation.com> and select **LOGIN/REGISTER** from the header, and click **Register** to create a new account.
2. To create your new account, complete all the sections below.

Applicant Registration

*** Select Position Category:**

*** User Name:**

*** Enter Password:**

*** Re-type Password:**

*** First Name:**

*** Last Name:**

*** Country:**

*** Province/State:**

*** Email:**

*** Confirm Email:**

*** Word Verification:** Type the characters you see in this picture. Letters are case sensitive and without spaces.

Terms & Conditions: Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the applytoeducation Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of applytoeducation's PRIVACY POLICY that address the use of registration and application information. You can read the full version of applytoeducation's privacy policy on www.applytoeducation.com.

I agree with these terms and conditions. I declare that the information I submit on the **applytoeducation** website is true. I understand that a false statement may disqualify me from employment or cause my dismissal.

When your registration is complete you will receive a confirmation email to the email address provided.

If you have any questions please contact ApplyToEducation's Customer Care Department at info@applytoeducation.com or 1-877-900-5627.

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3. Fill out the 'Personal Information' page under the Portfolio tab. Once you have completed this section please continue through the Portfolio.

Note: If you are a certified teacher, add your certificate to the 'Qualification' section of the portfolio.

Issued By	Certificate/License	Certificate/License #	
Ontario ▼	Certificate of Qualification ▼	1234	<input type="button" value="SAVE"/> <input type="button" value="DELETE"/>
<p>By providing my Ontario College of Teachers member number I grant the College permission to provide my membership status and qualifications from the Public Register. I acknowledge this information will be uploaded to my application portfolio on applytoeducation and will be visible to School Boards and Private Employers I apply to.</p>			
<input checked="" type="checkbox"/> I accept		Re-type OCT#	<input type="text" value="1234"/>

Search and Apply to Job Postings

1. Login to your account on www.applytoeducation.com and click Search Jobs in the Job Postings tab
2. Click on the [+] beside the Province or Region to select specific School Boards and click [Search]
3. Click the Position/Subject of a job posting to view its details
4. Click the [Apply] button on the bottom right-hand corner of the job description page and answer any job posting related questions.

How Do I know I Successfully Applied to a Job Posting?

All jobs you applied to are listed in your **Job Application Log** under the **Job Postings** section.