



For Questions call: 1-877-900-5627 | Email: info@applytoeducation.com | M-F: 7:30 am – 7 pm EST

Opening an account on Apply To Education

1. Go to www.applytoeducation.com
2. Click on **Create an Account**
3. Select the statement “I am registering as an External
4. Select your **Position Category** (e.g. **Teacher, Support (ECE, EA ect. Management)**)
5. Create your **username and password** and provide your contact information
6. Click **Register**



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Completing your account

Before you apply to Job Postings on ATE, please make sure you complete your portfolio.

To complete your portfolio: Log into your account on www.applytoeducation.com and click each page under the **Portfolio** tab and fill in each section..

A screenshot of the website's navigation menu. The 'Portfolio' tab is highlighted in green. Below it, a list of sections to complete is shown in a light green box. The sections are: Account Summary, Personal Info, Who Can View my Portfolio, Qualifications, Language Skills, Education, References, Résumés & Cover Letters, Pastoral References, Supporting Documents, and Review Portfolio. At the bottom of the box, there is a faint watermark that reads 'Application Number: 403772' and '# of School Boards Selected: 7'.

Portfolio	Job Postings
Account Summary	References
Personal Info	Résumés & Cover Letters
Who Can View my Portfolio	Pastoral References
Qualifications	Supporting Documents
Language Skills	Review Portfolio
Education	

Application Number: 403772
of School Boards Selected: 7



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First Step to Applying

Before you apply start applying to Job Postings, you will need to purchase a credit for the school district(s) you would like to apply to.

1. Log into your account on www.applytoeducation.com
2. Click the the tab, **Purchase Credits**
3. Click the **[+]** to the left of the province and click the **[+]** to the left of the region
4. Select the School District(s) you are interested in and choose your method of payment
5. (\$12 per school district)
6. Click **Next** and process your payment



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Second Step to Applying

After you processed your payment, under the **Portfolio** tab, click on the page, **Who Can View My Portfolio** and ensure you have checked off one or all sections: **FT, PT and CT.**

Who Can View my Portfolio

Two steps to send your application

- STEP 1: Make your portfolio visible to your selected School District(s) by checking at least one job type below (FT, PT, CT, Occasional).
- STEP 2: Go to the "Search Jobs" page and apply to any of the specific job postings with your School District(s) in which you are interested.

Please visit the School District website for more information on how they use Apply to Education.

Selected School Boards	Expiry Date	Renew	Not Visible	FT	PT	CT	Occasional / TTOC
Toronto Catholic District School Board	01/11/2014		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	edit preferences

FT - Full Time, PT - Part Time, CT - Contract

For Teaching applicants: After you have completed this page, you have applied.



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Third Step to Applying for ECE,EA and Custodian positions

After you have completed the , **Who Can View My Portfolio** page, you are now ready to **view/apply to Job Postings** .

To view/apply to TCDSB postings, log into your account and under the **Job Postings** tab, click **Search Jobs**

1. Click the **[+]** to the left of the province and click the **[+]** to the left of **Greater Toronto Region**
2. On the bottom left hand side of the page, click **YES** for Job Alerts and give your Job Alerts a name
3. **Click Search at the bottom of the page and any TCDSB job postings will appear**



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Third Step to Applying for ECE,EA and Custodian positions

To Apply to a Posting

1. Click on the position name of a posting you wish to apply to
2. Scroll to the bottom of the page and then click **apply**
3. Jobs will appear in your **Job Application Log**

After clicking the apply button, the job will appear in your Job Application log.

If the job posting is not in your Job Application log, you have not applied to the posting.