applytoeducation

Follow the steps below to register as an applicant with Peace Wapiti Public School Division
If you have any questions, please contact the Customer Service number provided above.

Register an account

1. Visit Peace Wapiti Public School Division

2. Click **'Create Account'** or '**Link Account'** to create an account.

   If you click Create Account, you will be required to create a username/password that you will need to use to sign into your account to access the postings.

Applying to job postings

1. Log into your account.

2. Click '**Job Postings'** on the navigation bar and select **'Search Jobs'.**

   Portfolio ⌄   Job Postings ⌄

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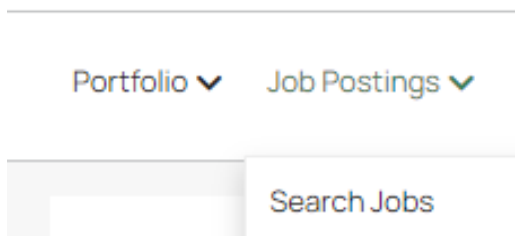
3. Select the job posting title of the job that you would like to apply to and click the **'Apply'** button.

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

   NOTE: 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.

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

Setting up Job Alert emails

1. Click **Search Jobs** under the **Job Postings** section in your account.
2. Enter a Job Alert name in the '**Get jobs sent to you'** section.

3. Click **Create Alert**.

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

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.**

Username and/or Password Assistance

1. If you forget your username and password, click '**Forgot Username or Password?'** on the log in page.
2. Enter the email address linked to your account and a password reset link will be sent by email.

Further Help

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.

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1-877-900-5627 info@applytoeducation.com M-F: 5:30 AM – 5 PM MST
Last Updated: September 2023