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Follow the steps below to register as an applicant with Foothills School Division.

If you have any questions, don't hesitate to contact the Customer Service number provided above.

How to register an account:

1. Visit https://foothillsschooldivision.simplication.com/WLSBLogin.aspx

2. Click **'Register'** or '**Link Account'** to create an account with Foothills School Division. Please ensure to select the appropriate position category for your account.

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

Create your Portfolio

Before applying to our career opportunities, ensure the following sections of your Portfolio are complete. Once your Portfolio is complete, click on 'My Portfolio'' and select an employment preference.

Teachers, Principals and Superintendents	Support – ECE, TA, Clerical, Custodian, etc	Management and Professionals
✓ Personal Information ✓ Qualifications ✓ Language Skills ✓ Experience ✓ References ✓ Cover Letter ✓ Resume ✓ Supporting Documents	✓ Personal Information ✓ Cover Letter ✓ Resume ✓ Include Reference contact details on your resume	✓ Personal Information ✓ Cover Letter ✓ Resume

Teachers: If you do not have all the requested *Supporting Documents, simply upload them as they become available.

*Teaching Evaluations, Certificates & Diplomas, Teaching Qualifications, Reference Letters, Transcripts, Criminal Record Check.

How do I view and apply to postings?

1. Log into your account.
2. Click '**Job Postings'** on the navigation bar and select **'Search Jobs'.**
3. Select the job posting title of the job that you would like to apply to and click the **'Apply'** button at the bottom of the page.

How do I confirm that I've applied to a job 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)

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 **Job Application Log** 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 **'Job Applications Log'** to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

How Do I set up a Job Alert?

1. Click **Search Jobs** under the **Job Postings** section in your account.
2. Enter a Job Alert name. You will find this option at the top-right of the page.
3. Click Create Alert.

Job Alerts

📄 Job alert name

Create Alert

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

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

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