

External Applicant User Guide

How to Apply to Grande Prairie Public School Division

STEP 1: Visit <https://gppsd.simplification.com/WLSBLogin.aspx> and click on **Register** or **Link Account** if you have an existing account with a different employer.



LOGIN

Username:

Password:

remember me

SIGN IN

CREATE AN ACCOUNT

The Grande Prairie Public School Division is a learning community in which every student succeeds.

We accept applications for employment online. Each applicant must register, at no cost, in order to apply. Once you are registered it is simple to apply to job postings.

When registering a new account please make sure to select the appropriate position category: Instructional (Teachers, Principals, Vice Principals, Central Office Administrators), or Non-Instructional (all non-teacher roles). Please complete all sections of your portfolio before applying to a job posting.

If you have any questions or issues applying online please call toll free during business hours
1-877-900-5627.

REGISTER

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to Grande Prairie Public School Division.

LINK ACCOUNT

STEP 2: If you clicked 'Register', choose your position category (i.e. **Teachers, Principals and Superintendents**) from the drop-down menu. Fill in the registration page, such as creating a username, password (should be a login combination that you can easily remember) and personal information. Click 'Register' to create your account.

* Select Position Category:

Please note that the Position Category cannot be changed after registration.

* 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 Simplification Privacy Policy which is located at the bottom of the website. The information is collected, the user then will be asked if you consent to the use of your personal information, your name and notification. For your convenience, we have placed a button of registration information which will address the use of registration and application information. You can read the full version of Simplification's privacy policy on www.simplification.com.
The information we gather on Simplification is used for the limited purpose of allowing applicants to search for jobs and submit applications. This information is used to create a profile for each applicant and is stored in our database.
 I agree with these terms and conditions and declare that the information I submit on this website is true.

For assistance please call 1-877-900-5627 or email info@simplification.com

Once you register, you will be re-directed to your account. You will also receive an email confirmation letting you know that you've registered an account with Grande Prairie Public School Division.

External Applicant User Guide

STEP 3: When registration is complete, you are ready to complete your online **Portfolio** and apply to opportunities!

How Do I View & Apply to External Job Postings?

STEP 1: Log into your account via <https://gppsd.simplification.com/WLSBLogin.aspx>

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

STEP 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.

NOTE: Jobs that you have applied to successfully will appear in your '**Job Application Log**' in the **Job Postings** section

My Username and/or Password Assistance

STEP 1: If you forget your user name and password, visit <https://gppsd.simplification.com/WLSBLogin.aspx> and click '**Forgot Username or Password?**'

STEP 2: Enter your email address you registered with and a password reset link will be sent by email.

Do you need further assistance?

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.