

Follow the steps below to register as an applicant with **Greater St. Albert Catholic Schools**. If you have any questions, please contact the Customer Service number provided above.

How to register an account:

1. Visit <https://gsacrd.simplification.com/>
2. Click '**Register**' or '**Link Account**' to create an account with **Greater St. Albert Catholic Schools**. 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.

Completing your Portfolio:

Input your Personal Information, Qualifications, Language Skills, Experience, Education and References. Upload your Resume, Cover Letter and Supporting Documents.

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?

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

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**.

My Username and/or Password Assistance

1. If you forget your username and password, visit <https://gsacrd.simplification.com/WLSBLogin.aspx> and click 'Forgot Username or Password?'
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.

