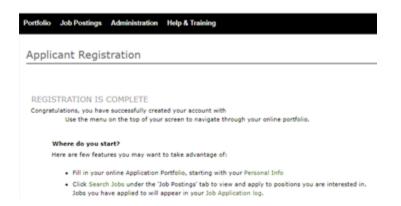**How to Apply to Fort McMurray Catholic Schools**

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

Fort McMurray Catholic Schools

LOGIN

Username:

Password:

☐ remember me

CREATE AN ACCOUNT

Join the Fort McMurray Catholic Schools Family!

Fort McMurray Catholic Schools is a dynamic District of 12 schools located in Fort McMurray, Alberta. For over 75 years we have been the home of publicly funded Catholic education in Fort McMurray.

We accept applications for all positions online. We ask all those interested in joining Fort McMurray Catholic Schools to create an online portfolio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your final year of your Bachelor of Education. If so, we encourage you to begin your portfolio today, and add required documents as they are made available to you.

If you have any questions or concerns relative to completing your online portfolio, please call 1 877 900 5627 or info@simplication.com

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to *Fort McMurray Catholic Schools*.

SIGN IN   REGISTER   LINK ACCOUNT

Forgot Username or Password?

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.

If you have an existing account with a different employer, you can select the 'Link Account' option.

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

Portfolio   Job Postings   Administration   Help & Training

Applicant Registration

REGISTRATION IS COMPLETE

Congratulations, you have successfully created your account with
    Use the menu on the top of your screen to navigate through your online portfolio.

Where do you start?
Here are few features you may want to take advantage of:

- Fill in your online Application Portfolio, starting with your *Personal Info*
- Click *Search Jobs* under the 'Job Postings' tab to view and apply to positions you are interested in. Jobs you have applied to will appear in your *Job Application log.*

> You must refer to the job description to view the mandatory documents required with your application. Please use the **Portfolio** section to upload your documents and information.

Questions? call: 1-877-900-5627 **I** Email: info@simplication.com **I** M-F: 5:30 am – 5:00 pm

How Do I View & Apply to External Job Postings?

STEP 1: Log into your account via https://fmcsd.simplication.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://fmcsd.simplication.com/WLSBLogin.aspx 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.