

## How Do I register with Windsor-Essex Catholic DSB?

1. Go to [www.applytoeducation.com](http://www.applytoeducation.com) and click **Create an Account**
2. Select , “I am registering as an External applicant or Occasional Employee”
3. Select your **Position Category** (e.g. Teachers, Principals and Superintendents , ECE, EA/TA, ERW, Secretarial, Custodian or management)
4. Create your username and password
5. Once, you have registered, complete all the sections under the **Portfolio** tab

## Searching Job Postings and Sign Up for Job Alerts

- Under the **Job Postings** tab, click **Search Jobs**
- Click the **+** sign to the **LEFT** of Ontario and then the **+** sign to the **LEFT** of **South West**
- Check mark the white box for **Windsor- Essex Catholic DSB**
- Click **YES** to receive Job Alerts and then name your **Job Alert** (e.g..WECDSB)
- Click **Search** and then on the next page click **Save**

## How Do I Complete My Application?

- ✓ In order to apply to job postings to WECDSB and send your portfolio, under the **Administration** tab, click on the **Purchase credit** section.
- ✓ Select WECDSB and pay \$12 (this credit allows you to send your application to as many positions for WECDSB for one year).

### To Apply to a Posting

- ✓ Complete the steps above to view all job postings for WECDSB
- ✓ Click on the **Position name** for a posting you wish to apply to
- ✓ Scroll to the bottom of the posting and then click **Apply**
- ✓ Once, you have clicked the **Apply** button the job will appear in your **Job Application Log**

**Note** You can upload a resume and cover letter specific to the posting before you click the **Apply** button.

**If the job posting is not in your Job Application log, you have not applied to the posting.**

