



## How to Apply to Golden Hills School Division

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

Golden Hills School Division

Text Size [+ ] [-] February 5, 2020

**LOGIN**

Username:

Password:

Remember me

**CREATE AN ACCOUNT**

Join the Golden Hills School Division Family! Golden Hills School Division encompasses a large geographical area just east of Calgary, Alberta and serves approximately 7000 students. We value our diverse environments and the communities we are part of that are rich with culture and educational opportunities. But what makes our schools really incredible? Our students are inspired by outstanding teachers.

We accept applications for all positions online. We ask all those interested in joining Golden Hills School Division to create a free 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.

Have questions or require assistance?

Please call 1-877-900-5627 or email [info@simplification.com](mailto:info@simplification.com) (Mon-Fri 5:30AM - 5 PM MST).

**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.

## How Do I View & Apply to External Job Postings?

For Questions call: 1-877-900-5627 | Email: [info@simplification.com](mailto:info@simplification.com) | M-F: 5:30 am – 5:00 pm



**STEP 1:** Log into your account via <https://ghsd.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

### How Do I set up a Job Alert?

**STEP 1:** Click **Search Jobs** under the **Job Postings** section in your [Golden Hills School Division](#) account.

**STEP 2:** Enter a Job Alert name. You will find this option at the top-right of the page.

**STEP 3:** Click Create Alert.

#### Job Alerts

  

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

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

### My Username and/or Password Assistance

**STEP 1:** If you forget your user name and password, visit <https://ghsd.simplification.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](mailto: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.

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