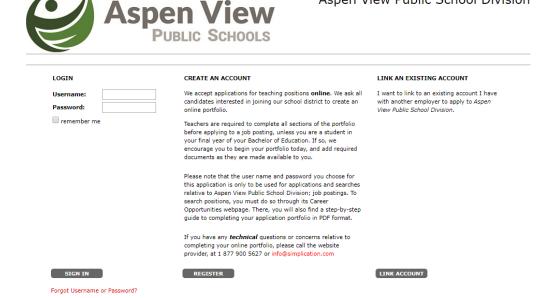


# How to Apply to Aspen View Public School Division

Aspen View Public School Division

STEP 1: Visit <a href="http://aspenview.simplication.com/WLSBLogin.aspx">http://aspenview.simplication.com/WLSBLogin.aspx</a> and click on Register or 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 on **'Register'** to create your account.



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 Aspen View Public Schools



**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 **Aspen View Public Schools**. 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.

Before you start applying to jobs, please ensure that you've completed the mandatory fields with an asterisk (\*) in the Personal Info and My Portfolio pages in the Portfolio section

# **How Do I View & Apply To Job Postings?**

**STEP 1:** Log into your account via

http://aspenview.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.

**STEP 5:** 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 <a href="http://aspenview.simplication.com/WLSBLogin.aspx">http://aspenview.simplication.com/WLSBLogin.aspx</a> 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.

# Help! I Need Help!

If you need help, please contact ApplytoEducation's Customer Care department at 1877 900 5627.

You can also send an email to <a href="mailto:info@applytoeducation.com">info@applytoeducation.com</a>

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.