

For Questions call: 1-866-806-6851 | Email: applicant@makeafuture.ca | M-F: 4:30 am-4:00pm

How to Register an Internal Account with School District #48 (Sea to Sky):

STEP 1: Visit <http://sd48-makeafuture.simplification.com/>

***If you have an existing account with School District # 48 please log in at this time and skip down to STEP 6.**

STEP 2: Click on **Register**



Username:

Password:

remember me

SIGN IN

[Forgot Username or Password?](#)

NOT REGISTERED?

Make a Future has a new version of the website, which will feature a free online application system. [Learn more about this change in the News & Events section.](#)

Sign-up today for a free account to apply for career opportunities in this British Columbia school district.

Please note that with the system change, you will be required to create a new account with each school district to be able to apply online.

For assistance with this process, please contact applicant@makeafuture.ca or call 1-866-806-6851.

REGISTER



STEP 3: Choose your position category **Teachers, Principals and Superintends.** 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.

For Questions call: 1-866-806-6851 | Email: applicant@makeafuture.ca | M-F: 4:30 am-4:00pm

STEP 4: Agree to the **terms and conditions** and click the **'Register'** button

Applicant Registration

* **Select Position Category:** Teachers, Principals & Superintendents

* **User Name:** 57test

* **Enter Password:** ...

* **Re-type Password:** ...

* **First Name:** John

* **Last Name:** Smith

* **Country:** Canada

* **Province/State:** British Columbia

* **Email:** a@sd57.bc.ca

* **Confirm Email:** a@sd57.bc.ca

* **Word Verification:** Type the characters you see in this picture. Letters are case sensitive and without spaces.



Internal Applicants: If you are an internal applicant, once you have created your account, click "Register for Internal Account" under the "Administration" section and your request will be sent to your employer.

Terms & Conditions: Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the Simplification Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of Simplification's PRIVACY POLICY that address the use of registration and application information. You can read the full version of Simplification's privacy policy on www.simplification.com.

The information we gather on Simplification is used for the limited purpose of allowing applicants to search for jobs and electronically send their application to employers. Applicants create an account for each employer they want to send their information to. Only those employers who are selected by an applicant are given access to his/her information.

I agree with these terms and conditions and declare that the information I submit on this website is true.

CANCEL

REGISTER

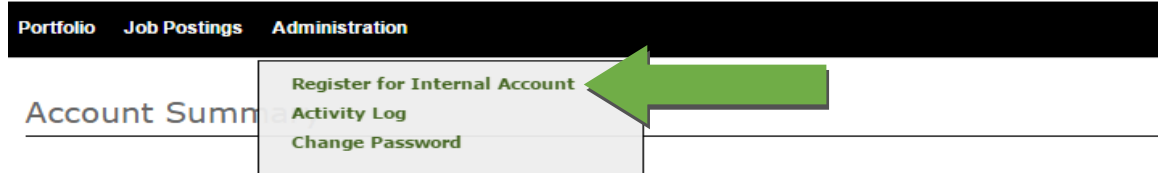


STEP 5: You are now registered!

For Questions call: 1-866-806-6851 | Email: applicant@makeafuture.ca | M-F: 4:30 am-4:00pm

To register internally please follow the steps below:

STEP 6: Please scroll over the **Administration** tab and select **Register for Internal Account**



STEP 9: Complete the information regarding your current position with the board and click **Next**.

Internal Applicant Registration

Please enter the information on the School Board you want to register with as an internal applicant.

Note: The email address in your Personal Information section will be revised to the one listed below.

Fields marked by an asterisk (*) are mandatory.

* **Employer:** School District #57 (Prince George)
 * **Employee ID #:** 1234
 * **Email:** a@sd57.bc.ca

Current Work Assignment
 * **Subject(s):** Teacher * **Grade(s):** 4
 * **School/Location:**

- Beverly Elementary
- Blackburn Elementary School
- Buckhorn Elementary
- Centre for Learning Alternatives
- College Heights Elementary School
- College Heights Secondary School
- D. P. Todd Secondary School
- Duchess Park Secondary School
- Ecole Lac Des Bois
- Edgewood Elementary School

* **Date Started:** February 2015

Contract Status: Leave Blank
 * **Employee Group(s):** Teachers

***Internal Question**

I understand that to view internal job postings or register as an internal applicant I must be an employee of the School Board and that falsifying information will negatively impact my chances of being hired.



*Date started relates to the date you started working for the District. *Highlight **Employee Group** and **School/Location**

For Questions call: 1-866-806-6851 | Email: applicant@makeafuture.ca | M-F: 4:30 am-4:00pm

Once you have completed these steps contact Human Resources to have your internal account approved. You will receive an e-mail notification when your account has been approved and you will now have access to 'view internal job postings'.

How Do I View & Apply To Job Postings

STEP 1: Visit <http://sd48-makeafuture.simplication.com/> and log in using the username and password.

STEP 2: To complete your **'Portfolio'** you must fill all boxes marked with an asterisk [*] on the **'Personal Info'** page and press save. Then you may complete any other sections in the application (i.e., **'Resume and Cover letter'**, **'Supporting Documents'**, etc.).

STEP 3: Click **'Internal Employee'** on the navigation bar and select **'View Internal Job Postings'**.

STEP 4: 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'**

Job Alerts: Say 'yes' to receive an email when School District # 48 Posts internal jobs(s)

My Username and/or Password

STEP 1: If you forget your user name and password, visit <http://sd48-makeafuture.simplication.com/> and click **'Forgot Your Login?'**

STEP 2: Enter your email address you registered with and your login combination will be sent by email.