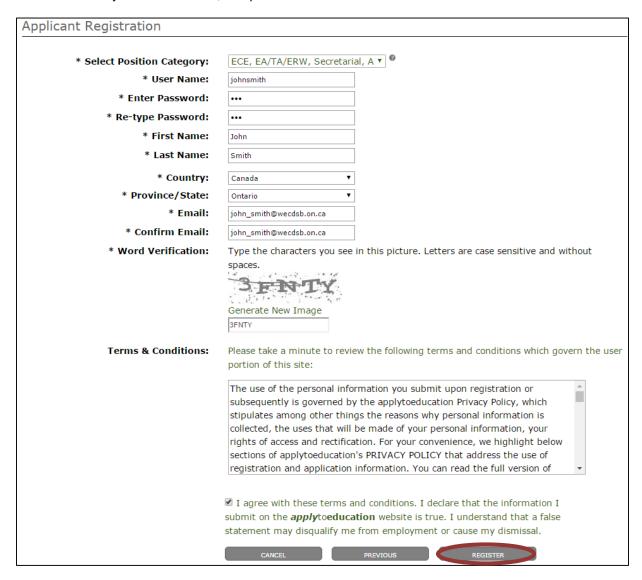


Creating An Account

- Go to https://smcdsb.simplication.com and click REGISTER to create a new account.
- 2. To create your new account, complete all the sections below.



When your registration is complete you will receive a confirmation email to the email address provided. Fill out the 'Personal Information' page under the Portfolio tab. Once you have completed this section please continue through the Portfolio.



Searching Job Postings & Applying

- Click Search Jobs from the Job Postings menu. Only job postings for Simcoe Muskoka Catholic DSB will be displayed.
- 2. Click the **Position/Subject** of the job posting of interest to view the job description.
- 3. Click **Apply** at the bottom of the job description page and answer any job posting related questions.

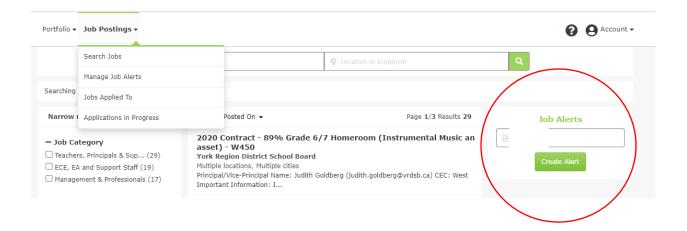
How Do I Know I Have Successfully Applied?

You receive 3 Confirmations when you successfully apply to a job posting:

- 1. A pop up advising you of your successful application submission.
- 2. An email confirmation with the details of the posting.
- 3. The posting appears in your **Jobs Applied To** page under the **Job Postings** section.

Activating A Job Alert

- From the Job Postings menu click Search jobs.
- 2. On the right-hand margin in the 'Job Alerts' section give our search a name and select the option to 'Create Alert'.
- 3. Once the job alert is created, an email will be sent to you to validate the alert. To update or review your job alerts go to the **Manage Job Alerts** page of the **Job Postings** menu.



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