

I understand

As a regular A&S employee or teacher on contract, I must immediately convert my external applicant account to an INTERNAL account as per the instructions below, in order to be eligible to apply to Internal positions on ApplyToEducation (ATE). This is at no cost to you.

Failure to do so will result in my inability to properly apply and be considered for internal job postings or any postings that give priority to regular employees/contract teachers.

How do I register as an Internal Applicant?

STEP 1: Visit www.applytoeducation.com and click on the **Create an Account** at the top of the page

STEP 2: Click 'I am registering as an INTERNAL applicant' and then select OCDSB

STEP 3: Existing Users

Log in here

And skip to step 4



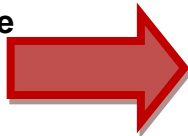
Existing Users

If you already have an account with **applytoeducation**, you may use it to log in by entering your username and password below

User Name: Password:

STEP 3: New Users

that do not have an active or expired account, start to open an internal account here



INTERNAL APPLICANT

You are registering as an Internal Applicant with the following School Board:

Ontario
Ottawa-Carleton District School Board

Enter your email address, Employee ID # and select your Position Category to view Internal postings or register

*Board Email:

*Employee ID #:

*Position Category:

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.

- Enter your **GEM** email address, employee ID #
- select the **Teachers, Principals & Superintendents, ECE, EA/TA/ERW, Clerical and Custodians,**
(Please do not select) Management & Professionals
- Click **register**

STEP 4: Complete the section for your **Current Work Assignment** and remaining sections and then click **next**

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STEP 5: OCDSB will then confirm your internal account. Once you have been confirmed, you will notice a **View Internal Job Postings** button to view and apply to Internal Postings.

How do I apply to internal postings and sign up for Job Alerts?

- ✓ Log into your account and click on **View Internal Job Postings** and click **YES** for Job Alert
- ✓ Click on the position/subject name (listed in green) of a posting you wish to apply to
- ✓ Scroll to the bottom of the page and then click **apply**

After clicking the apply button, the job will appear in your Job Application log.

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