

## How to Apply to Aspen View Public School Division

**STEP 1:** Visit <http://aspensview.simplication.com/WLSBLogin.aspx> and click on **Register** or **Link Account**.



Aspen View Public School Division

### LOGIN

Username:   
 Password:   
 remember me

### CREATE AN ACCOUNT

We accept applications for teaching positions **online**. We ask all candidates interested in joining our school district to create an online portfolio.

Teachers are required to complete all sections of the 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.

Please note that the user name and password you choose for this application is only to be used for applications and searches relative to Aspen View Public School Division; job postings. To search positions, you must do so through its Career Opportunities webpage. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.

If you have any **technical** questions or concerns relative to completing your online portfolio, please call the website provider, at 1 877 900 5627 or [info@simplication.com](mailto:info@simplication.com)

### LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to Aspen View Public School Division.

**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 on **'Register'** to create your account.

\* Select Position Category:

Please note that the Position Category cannot be changed after registration.

\* User Name:   
 \* Enter Password:   
 \* Re-type Password:   
 \* First Name:   
 \* Last Name:   
 \* Country:   
 \* Province/State:   
 \* Email:   
 \* Confirm Email:   
 \* Word Verification: Type the characters you see in this picture. Letters are case sensitive and without spaces.  
  
  
 Generate New Image

**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 Simplication 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 Simplication's PRIVACY POLICY that address the use of registration and application information. You can read the full version of Simplication's privacy policy on [www.simplication.com](http://www.simplication.com).

The information we gather on Simplication 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.

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

For assistance please call 1-877-900-5627 or email [info@simplication.com](mailto:info@simplication.com)

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://aspensview.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 <http://aspensview.simplication.com/WLSBLogin.aspx> 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 [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.