

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



hat do not have an active	You are registering as an Internal Applicant with the following School Board:	
	Ontario ▼	
or expired account, start to open an internal	Ottawa-Carleton District School Board ▼	
account here	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 emplor of the School Board and that falsifying information will negatively impact my chances of board. 	

- Enter your GEM email address, employee ID #
- select the <u>Teachers, Principals & Superintendents,</u>
 <u>ECE, EA/TA/ERW, Clerical and Custodians</u>,

VIEW INTERNAL JOB POSTING	REGISTER
PREVIOUS	CANCEL

(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.