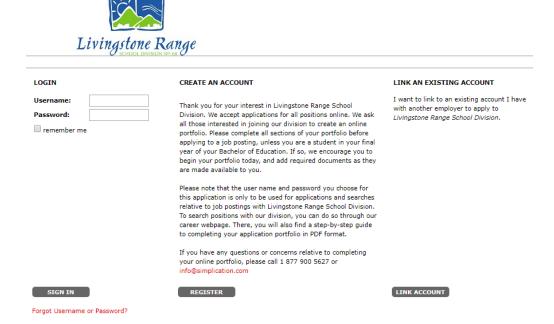


How to Apply to Livingstone Range School Division

STEP 1: Visit https://lrsd.simplication.com/ and click on **Register** or **Link Account** if you have an existing account with a different employer.



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 'Register' to create your account.



Once you register, you will be redirected to your account. You will also receive an email confirmation letting you know that you've registered an account with Livingstone Range School Division.



STEP 3: When registration is complete, you are ready to complete your online **Portfolio** and apply to opportunities!

Create your Portfolio

| Teachers, Principals and Superintendents | ECE, EA/TA, Clerical, Custodian | Management and Professionals |
|--|--|------------------------------|
| Personal Information | Personal Information | Personal Information |
| 2. Qualifications | Cover Letter | Cover Letter |
| 3. Language Skills | Resume | 3. Resume |
| 4. Experience | Criminal Record Check | |
| 5. References | | |
| 6. Cover Letter | | |
| 7. Resume | | |
| 8. Supporting Documents | | |
| | | |
| If you do not have all the requested supporting documents, simply upload them as they become available. *Teaching Evaluations, Certificates & Diplomas, Teaching Qualifications, Reference Letters, Transcripts, Criminal Record Check * | | |

How Do I View & Apply to External Job Postings?

STEP 1: Log into your account via https://lrsd.simplication.com/

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.

NOTE: 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 https://lrsd.simplication.com/ 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.



Do you need further assistance?

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

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.