

# applytoeducation

Questions? Contact 1877 900 5627 or email [info@applytoeducation.com](mailto:info@applytoeducation.com) 5:30 am to 5:00 pm MST (M-F)

Follow the steps below to register as an applicant with [Golden Hills School Division](#).

If you have any questions, please contact the Customer Service number provided above.

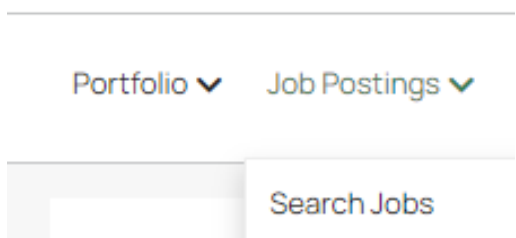
## Register an account

1. Visit [Golden Hills School Division](#).
2. Click **'Create Account'** or **'Link Account'** to create an account.

If you click Create Account, you will be required to create a username/password that you will need to use to sign into your account to access the postings.

## Applying to job postings

1. Log into your [account](#).
2. Click **'Job Postings'** on the navigation bar and select **'Search Jobs'**.



3. Select the job posting title of the job that you would like to apply to and click the **'Apply'** button.

## Confirming that you've applied to a job posting

After you click the **'Apply'** button you will receive 3 confirmations:

1. A pop-up message will confirm your successful application.
2. You will receive a confirmation email.
3. The job posting will also appear in your **Jobs Applied To** in the **Job Postings** section in your account

**NOTE:** If you wish to make any changes to your resume or job-related questions, please go to your **'Jobs Applied To'** section to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

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## Setting up Job Alert emails

1. Click **Search Jobs** under the **Job Postings** section in your account.
2. Enter a Job Alert name in the '**Get jobs sent to you**' section.

### Get jobs sent to you

0 SELECTED CRITERIA

Create Alert

3. Click **Create Alert**.

A Job Alert activation email will be sent to you. Please ensure to activate your Job Alert.

Access the **Manage Job Alerts** page under the **Job Postings** section to ensure that you've successfully activated your Job Alert.

Job Alert emails are sent to the email address found on the **Personal Info** page in the **Portfolio**.

## Further 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.

