

# 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 [Medicine Hat Catholic Board of Education](#).

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

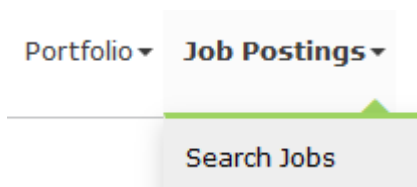
## How to register an account:

1. Visit [Medicine Hat Catholic Board of Education's](#) applicant log in page.
2. Click '**Create an Account**' or '**Link Account**' to create an account with Medicine Hat Catholic Board of Education.  
Please ensure to select the appropriate position category for your account.

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

## How do I view and apply to 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 at the bottom of the page.

## How do I confirm that I'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's Applied To Log** 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 '**Job's Applied To**' log to make the changes. HOWEVER, once the posting closes, you will no longer be able to update your application for the posting.

## How do I set up a Job Alert?

1. Click **Search Jobs** under the **Job Postings** section in your [account](#).

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2. Enter a Job Alert name. You will find this option at the top-right of the page.
3. Click Create Alert.

## Job Alerts

4. A Job Alert activation email will be sent to you. Please ensure to activate your Job Alert.
5. Access the **Manage Job Alerts** page under the **Job Postings** section to ensure that you've successfully activated your Job Alert.

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

## My Username and/or Password Assistance

1. If you forget your username and password, visit <https://mhcsb.simplification.com/WLSBLogin.aspx> and click 'Forgot Username or Password?'
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 1 877-900-5627.

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.

