applytoeducation

Questions? Contact 1877 900 5627 or email info@applytoeducation.com 8:30 am to 8:00 pm AST (M-F)

How Do I apply to Internal Postings?

1. Log into your account via https://asdn.simplication.com and access the **Search Jobs** page in the **Job Postings** section. Ensure that the 'Display internal/occasional postings' toggle is on.

2. Click on the posting title
3. Click the **'apply'** button to begin submitting your application
4. The application wizard will guide you through the sections to complete
5. Once you complete the application steps, click Submit

You will receive 3 confirmations:

- A pop-up message will confirm your successful application
- You will receive a confirmation email
- The job posting will also appear in your **Job Application Log** in the **Job Postings** section in your account

NOTE: If you wish to make any changes to your resume and/or cover letter or job-related questions, please go to your **'Job Applications 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 receive Job Alerts for Internal Postings?

1. Log into account via www.applytoeducation.com
2. Access the **Manage Job Alerts** page in the **Job Postings** section
3. Check off '*I wish to be emailed when my employer posts internal job(s)*' to activate your internal job alerts.

NOTE: Job Alert emails are sent to the email address found on the Personal Info page in the Portfolio. We encourage you to access the Junk and Spam folder in your email as well, and to regularly log into your profile to search for jobs for the most up to date list of openings you're elibible to apply to.

Need Help? Click Here for Online Support on Applying to Jobs, or call toll free at 1.877.900.5627 Mon-Fri 8:30AM-8PM AST