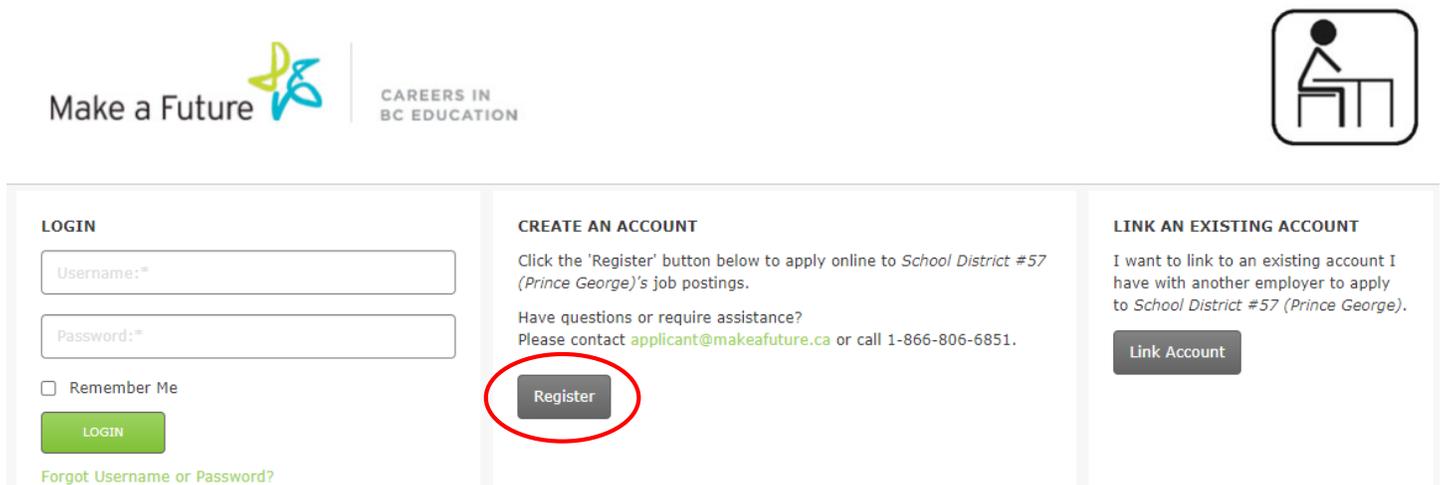


How to Create Make a Future account:

1. Click this Link : <https://sd57-makeafuture.simplication.com/WLSBLogin.aspx>
2. Then click the register button:



Make a Future  CAREERS IN BC EDUCATION 

LOGIN

Username:*

Password:*

Remember Me

LOGIN

[Forgot Username or Password?](#)

CREATE AN ACCOUNT

Click the 'Register' button below to apply online to *School District #57 (Prince George)*'s job postings.

Have questions or require assistance?
Please contact applicant@makeafuture.ca or call 1-866-806-6851.

Register

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to *School District #57 (Prince George)*.

Link Account

3. In Select Position Category: Select “ECE, EA and Support Staff” or / “Management & Professional” or / “Teacher, Principals & Superintendents”. Depending which job category you would like to apply.

Applicant Registration

* Select Position Category: **ECE, EA and Support Staff**
Please note that the Position Category cannot be changed after registration.

* User Name:

* Enter Password:

* Re-type Password:

* First Name:

* Last Name:

* Country:

* Province/State:

* Email:

* Confirm Email:

* Word Verification: Type the characters you see in this picture. Letters are case sensitive and without spaces.

[Generate New Image](#)

Internal Applicants: If you are an internal applicant, once you have created your account, click "Register for Internal Account" under the "Administration" section and your request will be sent to your employer.

Terms & Conditions: Please take a minute to review the following terms and conditions which govern the user portion of this site:

The use of the personal information you submit upon registration or subsequently is governed by the Simplication Privacy Policy, which stipulates among other things the reasons why personal information is collected, the uses that will be made of your personal information, your rights of access and rectification. For your convenience, we highlight below sections of Simplication's PRIVACY POLICY that address the use of registration and application information. You can read the full version of Simplication's privacy policy by following the "Privacy Pledge" link at the bottom of this page.

The information we gather on Simplication is used for the limited purpose of allowing

I agree with these terms and conditions and declare that the information I submit on this website is true.



If it gives you an error saying that there is already an account linked to your email, please phone Make A Future at 1-866-806-6851 so they can help you access your account.

How to apply in Make a Future

**Please ensure you are not creating a new account when you forget your log in. Please contact Kristine Madelo, Human Resource Assistant, if you forget your login information. She will provide you with your Applicant ID and a phone number to have your login reset. **

1. Reviewing & Updating your Portfolio ****DO THIS BEFORE APPLYING TO POSTINGS!!****
Login to your Make A Future Account : <https://sd57-makeafuture.simplification.com/>



Make a Future  CAREERS IN BC EDUCATION 

LOGIN

Username*

Password*

Remember Me

LOGIN

[Forgot Username or Password?](#)

CREATE AN ACCOUNT

Click the "Register" button below to apply online to School District #57 (Prince George)'s job postings.

Have questions or require assistance?
Please contact appl@sd57-makeafuture.ca or call 1-866-806-6851.

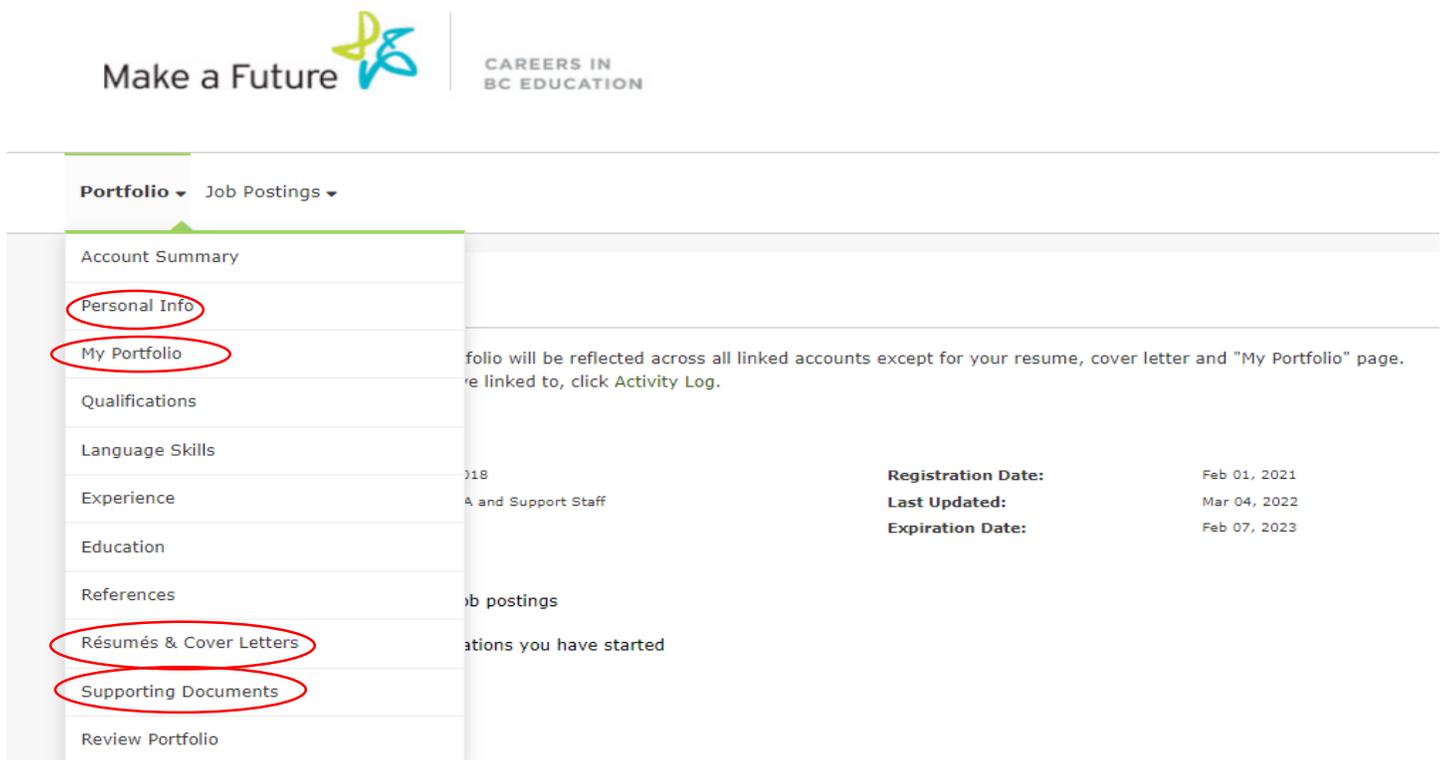
Register

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to School District #57 (Prince George).

Link Account

2. Update your Personal Information, Portfolio, Resume & Cover Letter (very important), Supporting Documents (Please put your diploma, transcript of records and other certificate related to the job you are applying



Make a Future  CAREERS IN BC EDUCATION

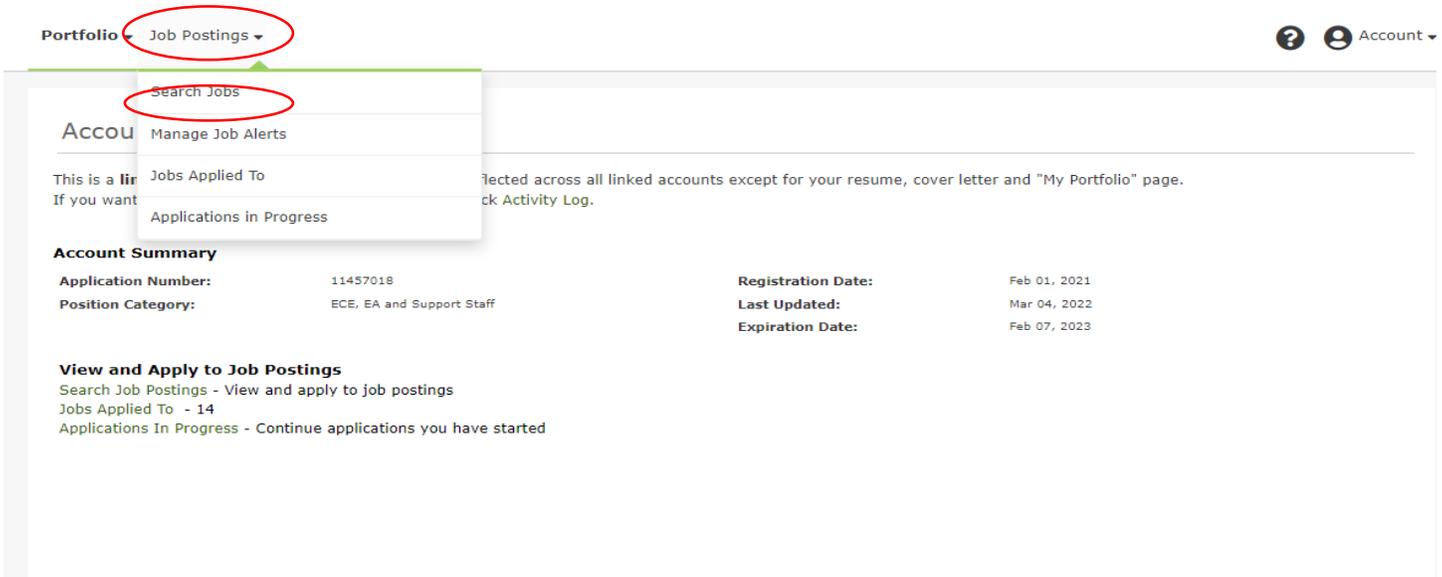
Portfolio ▾ Job Postings ▾

- Account Summary
- Personal Info**
- My Portfolio**
- Qualifications
- Language Skills
- Experience
- Education
- References
- Résumés & Cover Letters**
- Supporting Documents**
- Review Portfolio

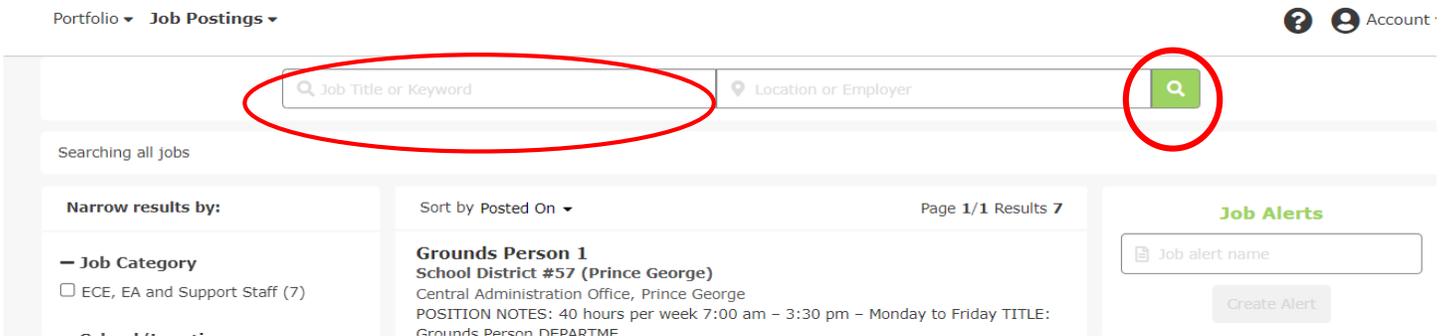
Portfolio will be reflected across all linked accounts except for your resume, cover letter and "My Portfolio" page. If you are linked to, click Activity Log.

Registration Date:	Feb 01, 2021
Last Updated:	Mar 04, 2022
Expiration Date:	Feb 07, 2023

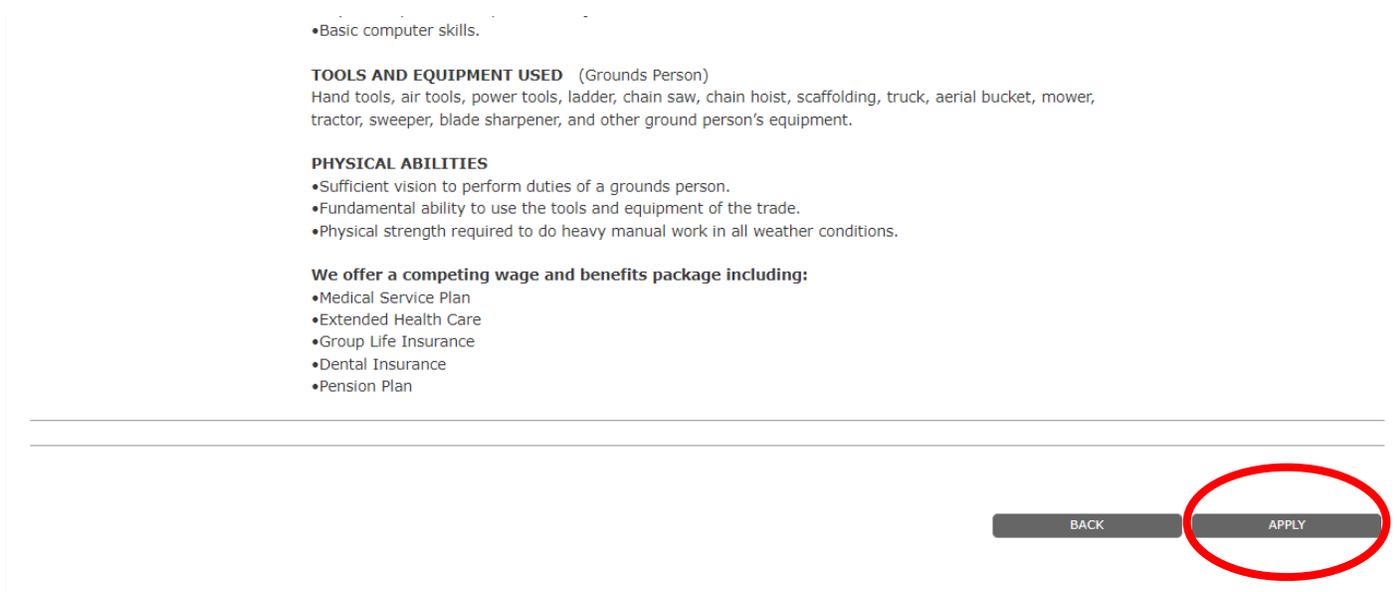
- After updating your Portfolio look for the job posting you want to apply by clicking the "Job Posting" and click "Search Jobs"



- Type in the Job Title search bar the job position you are looking for and click the magnifier sign



- Once you find the posting click the name of the posting and in the end of the page there's button saying "Apply". Click it and apply.



How to create a JOB ALERT

1. Log in to your account using your username and password.

The screenshot shows a web page with three main sections: LOGIN, CREATE AN ACCOUNT, and LINK AN EXISTING ACCOUNT. The LOGIN section is circled in red and contains a 'Username:*' field, a 'Password:*' field, a 'Remember Me' checkbox, a green 'LOGIN' button, and a link for 'Forgot Username or Password?'. The CREATE AN ACCOUNT section has a 'Register' button and text about applying to School District #57. The LINK AN EXISTING ACCOUNT section has a 'Link Account' button and text about linking an existing account.

2. After logging in, Click the “Job Posting”, then click “Search Jobs”.



3. On the right side of you screen you will see “Job Alert”, Type in the box the job you want to get notification once it’s posted and click “Create Alert”

The screenshot shows a job search results page. The search filters are 'Job Title or Keyword' and 'Location or Employer'. The results show a job listing for 'Grounds Person 1' at 'School District #57 (Prince George)'. On the right side, there is a 'Job Alerts' section with a text input field containing 'Human Resource' and a green 'Create Alert' button circled in red.