



How to Apply to St. Thomas Aquinas Roman Catholic Schools

STEP 1: Visit <http://star.simplification.com/WLSBLogin.aspx> and click on **Register** or **Link Account**



LOGIN

Username:

Password:

remember me

CREATE AN ACCOUNT

Thank you for your interest in St. Thomas Aquinas Roman Catholic Schools. We accept applications for all positions online. We ask all those interested in joining our division to create an online portfolio. Please complete all sections of your portfolio before applying to a job posting, unless you are a student in your final year of your Bachelor of Education. If so, we encourage you to begin your portfolio today, and add required documents as they are made available to you.

Please note that the user name and password you choose for this application is only to be used for applications and searches relative to job postings with St. Thomas Aquinas Roman Catholic Schools. To search positions with our division, you can do so through our career web page. There, you will also find a step-by-step guide to completing your application portfolio in PDF format.

If you have any questions or concerns relative to completing your online portfolio, please call 1 877 900 5627 or info@simplification.com

LINK AN EXISTING ACCOUNT

I want to link to an existing account I have with another employer to apply to St. Thomas Aquinas Roman Catholic Schools.

SIGN IN

REGISTER

LINK ACCOUNT

[Forgot Username or Password?](#)



STEP 2: If you selected **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 on **'Register'** to create an account.

* Select Position Category:

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.


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 Simplification 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 Simplification's PRIVACY POLICY that address the use of registration and application information. You can read the full version of Simplification's privacy policy on www.simplification.com.

The information we gather on Simplification is used for the limited purpose of allowing applicants to search for jobs and electronically send their application to employers. Applicants create an account for each.

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

For assistance please call 1-877-900-5627 or email info@simplification.com

Once you register, you will be re-directed to your account. You will also receive an email confirmation letting you know that you've registered an account with St. Thomas Aquinas Roman Catholic Schools.





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

Portfolio Job Postings Administration Help & Training

Applicant Registration

REGISTRATION IS COMPLETE

Congratulations, you have successfully created your account with **St. Thomas Aquinas RCSR Division No. 38**. Use the menu on the top of your screen to navigate through your online portfolio.

Where do you start?

Here are few features you may want to take advantage of:

- Fill in your online Application Portfolio, starting with your Personal Info
- Click Search Jobs under the 'Job Postings' tab to view and apply to positions you are interested in. Jobs you have applied to will appear in your Job Application log.

Before you start applying to jobs, please ensure that you've completed the mandatory fields with an asterisk (*) in the **Personal Info** and **My Portfolio** pages in the **Portfolio** section

How Do I View & Apply To Job Postings?

STEP 1: Log into your account via <http://star.simplification.com/WLSBLogin.aspx>

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.

STEP 5: 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 <http://star.simplification.com/WLSBLogin.aspx> 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.

Help! I Need 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

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.