



Questions? Call: 1-877-900-5627 \* Email: [info@applytoeducation.com](mailto:info@applytoeducation.com) \*

Monday to Friday  
7:30 a.m. to 7:00 p.m. EST

**HOW TO CREATE AND REGISTER YOUR ACCOUNT:**

**STEP 1:** Visit <http://superiorgreenstone.simplification.com/WLSBLogin.aspx>

**STEP 2:** Under *Create an Account*, click *Register*.



Superior-Greenstone DSB

<p><b>LOGIN</b></p> <p>Username:*</p> <p>Password:*</p> <p><input type="checkbox"/> Remember Me</p> <p>Login</p> <p><a href="#">Forgot Username or Password?</a></p>	<p><b>CREATE AN ACCOUNT</b></p> <p>The Superior-Greenstone District School Board is committed to providing an excellent education that prepares each student to be a successful individual and a responsible member of society.</p> <p>Have questions or require assistance?</p> <p>Please call ☎ 1-877-900-5627 or email <a href="mailto:info@simplification.com">info@simplification.com</a> (Mon-Fri 7:30AM - 7PM EST).</p> <p>Register</p>	<p><b>LINK AN EXISTING ACCOUNT</b></p> <p>I want to link to an existing account I have with another employer to apply to Superior-Greenstone DSB.</p> <p>Link Account</p>
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**STEP 3:** Choose your position category:

- a) Teachers, Principals and Superintendents (includes occasional teachers)
- b) ECE, EA/TA, Clerical, Custodian (includes casuals in these areas)
- c) Management and Professionals

**STEP 4:** Complete the applicant registration page

You will receive an e-mail that confirms your registration and your username. Ensure that you write down your password (if you forget your password it can be changed at any time from the log in page using *Forgot Log In*).

**CREATE YOUR PORTFOLIO**

Before applying to our career opportunities, ensure that you have answered any mandatory questions and that the following sections of your portfolio are complete:

Teachers, Principals and Superintendents	ECE, EA/TA, Clerical, Custodian	Management and Professionals
<ul style="list-style-type: none"> <li>✓ Personal Information</li> <li>✓ Qualifications</li> <li>✓ Language Skills</li> <li>✓ Experience</li> <li>✓ References</li> <li>✓ Cover Letter</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal Information</li> <li>✓ Qualifications</li> <li>✓ Cover Letter</li> <li>✓ Resume</li> </ul>	<ul style="list-style-type: none"> <li>✓ Personal Information</li> <li>✓ Qualifications</li> <li>✓ Language Skills</li> <li>✓ Experience</li> <li>✓ References</li> <li>✓ Cover Letter</li> </ul>



✓ Resume ✓ Supporting Documents		✓ Resume ✓ Supporting Documents
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If you do not have all the requested supporting documents upload them as they become available.

## APPLYING FOR JOBS

Now that you are registered you can apply for jobs:

**STEP 1:** If you are not already logged in, enter your username and password and click Login. (Use the Forgot Username or Password link to reset your password if needed).

## HOW DO I VIEW AND APPLY TO JOB POSTINGS?

**STEP 1:** Once you have logged into your account, navigate to the *Job Postings Menu* to load the *Search Jobs* page. This will automatically generate any current employment opportunities with Superior-Greenstone District School Board.

Portfolio ▾ **Job Postings** ▾

Search Jobs | Location or Employer

On Dis Job Application Log

Applications in Progress

Searching a

Narrow results by: | Sort by Posted On ▾ | Page 1/1 Results 2

— School/Location

- Lake Superior High School (1)
- Schreiber Public School (1)
- Terrace Bay Public School (1)

**1.0 FTE Occasional English, Arts and Integrated Arts**  
Superior-Greenstone District School Board  
Lake Superior High School, Terrace Bay  
External Posting #: EP46-19/20 SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD  
Invites Applications for: ...

**STEP 2:** You can click on the job postings to review the details/requirements. When you want to begin your application, simply click *Apply*. The application process will guide you through any mandatory steps.

**STEP 3:** When your application is ready to submit you will be notified with a pop-up message. Click *Submit* to complete your application to the job posting.



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### Submit Application

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Click Submit to apply to the job posting.

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**STEP 4:** You will receive a confirmation email letting you know you have successfully applied to the job. The job posting will also appear in your *Job Application Log* which is found under the *Job Postings* section of the navigation bar. You can review all successful applications here. If the job posting is listed in the *Job Application log* you can be sure the application has been received by the employer.

#### HOW DO I OPT IN TO RECEIVE JOB ALERTS?

If you want to be notified by ApplyToEducation when the employer posts jobs, opt into the job alert on the *Manager Job Alerts* page, which can be found under the *Job Postings* menu.

### Job Alerts and Saved Searches

I wish to be emailed when my employer posts Internal job(s).

Name	Created
Internal job alert	2020-10-02

***Thank you for your interest in Superior-Greystone District School Board***