




For Questions call: 1-877-900-5627 | Email: info@simplication.com | M-F: 5:30 am – 5:00 pm

How to Register and Apply to Jobs at Buffalo Trail Public Schools

STEP 1: Go to <http://btps.simplication.com>. Click **REGISTER** to create an account.

Username:	<input type="text"/>	NOT REGISTERED? Thank you for your interest in St. Paul Education Regional Division No. 1. 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. Paul Education Regional Division No. 1. 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@simplication.com
Password:	<input type="text"/>	
	<input type="button" value="SIGN IN"/>	
<input type="checkbox"/> remember me	Forgot Username or Password?	<input type="button" value="REGISTER"/> 



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STEP 2: To create an account, complete all the * sections below:

Applicant Registration

* **Select Position Category:** Teachers, Principals & Superintendents

* **User Name:**

* **Enter Password:**

* **Re-type Password:**

* **First Name:**

* **Last Name:**

* **Country:** Canada

* **Province/State:** N/A

* **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.simplication.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 employer they want to send their information to. Only those employers who are selected by an applicant are given access to his/her information. General

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

CANCEL **REGISTER**

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

Next, complete the word verification and click **REGISTER**. When Registration is complete you should receive a confirmation of this on the following page.



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How Do I View & Apply To Job Postings

STEP 1: Visit <http://btps.simplication.com> and log in using the username and password.

STEP 2: To complete your **'Portfolio'** you must fill all boxes marked with an asterisk [*] on the **'Personal Info'** page and press save. Then you may complete any other sections in the application (i.e. **'Qualifications'**, **'Resume and Cover letter'**, **'Supporting Documents'**, etc.).

STEP 3: Click **'Job Postings'** on the navigation bar and select **'Search Jobs'** and then **'Search'**.

STEP 4: Select the job posting title that appears in **Green** when matching positions appear from the search. Click the **'Apply'** button at the bottom of the page.

STEP 5: Jobs that you have applied to will arrive in the **'Job Application Log'**, you will also receive a confirmation pop up, as well as a confirmation email.

My Username and/or Password

STEP 1: If you forget your user name and password, visit <http://btps.simplication.com> and click **'Forgot Your Login?'**

STEP 2: Enter your School District email address and your login combination will be sent by email.