


Creating An Account

1. Go to <https://kpdsb.simplication.com/WLSBLogin.aspx> and click **REGISTER** to create a new account.
2. To create your new account, complete all the sections below.

Applicant Registration

* 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.



[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:

regarding recent job postings that match criteria the applicant selected or featured in the application. The nature and frequency of these messages will vary. An applicant who has consented to receive email updates may update their account and remove their consent at any time.

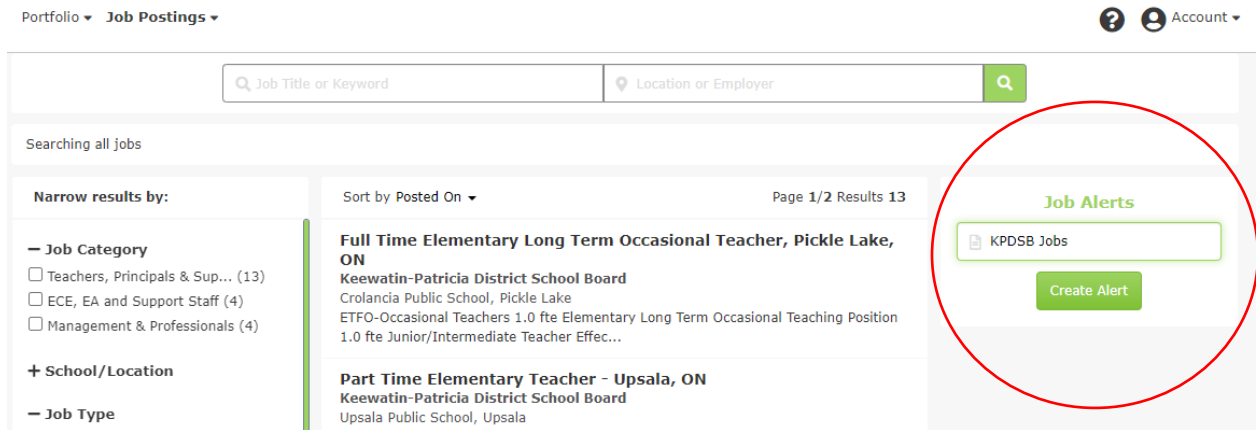
Simplication is a division of Passion Inc. Personal information collected by Simplification is not used by Passion Inc. for any other purpose other than the purposes described above. Personal information is not shared between divisions of Passion Inc. Should Passion Inc. wish to use the personal information of a Simplification user, for any other purpose than as

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

When your registration is complete you will receive a confirmation email to the email address provided. Fill out the 'Personal Information' page under the Portfolio tab. Once you have completed this section please continue through the Portfolio.

Activating A Job Alert

1. From the Job Postings menu click **Search jobs**.
2. On the right-hand margin in the '**Job Alerts**' section give our search a name and select the option to '**Create Alert**'.
3. Once the job alert is created, an email will be sent to you to validate the alert. To update or review your job alerts go to the **Manage Job Alerts** page of the **Job Postings** menu.



Searching Job Postings & Applying

1. Click **Search Jobs** from the Job Postings menu. Only job postings for KPDSB will be displayed.
2. Click the **Position/Subject** of the job posting of interest to view the job description.
3. Click **Apply** at the bottom of the job description page and answer any job posting related questions.

How Do I Know I Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission.
2. An email confirmation with the details of the posting.
3. The posting appears in your **Jobs Applied To** page under the **Job Postings** section.