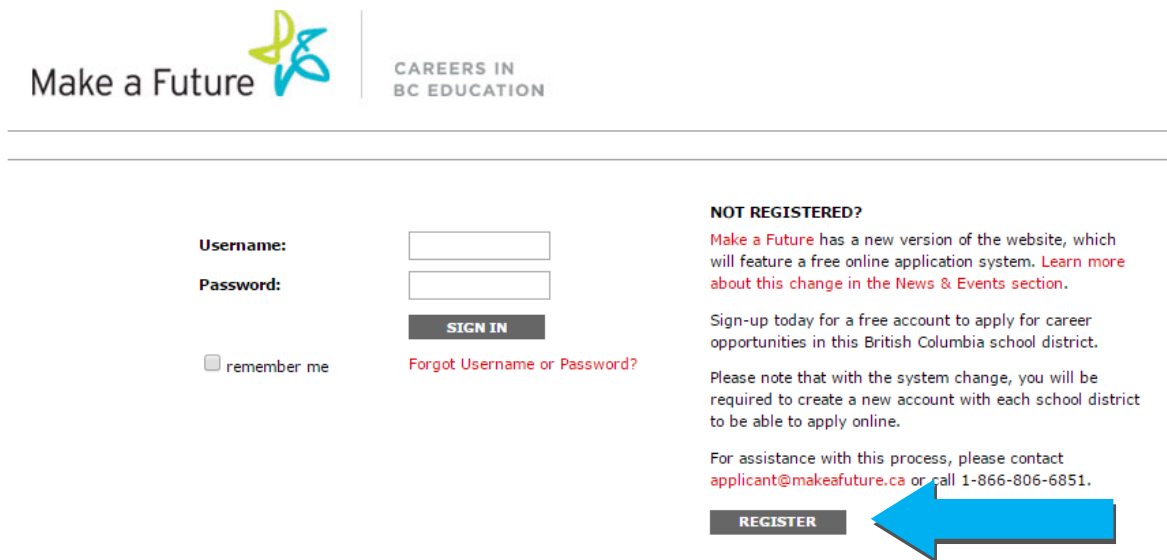


For Questions call: 1-866-806-6851 | Email: applicant@makeafuture.ca | M-F: 4:30 am-4:00pm

How to Register an Account with School District #91 (Nechako Lakes)

STEP 1: Visit <https://sd91-makeafuture.simplification.com/>

STEP 2: Click on **Register**.



The screenshot shows the 'Make a Future' login and registration interface. On the left, there are input fields for 'Username:' and 'Password:', a 'remember me' checkbox, and a 'SIGN IN' button. A link for 'Forgot Username or Password?' is located below the password field. On the right, there is a 'NOT REGISTERED?' section with text explaining the new website version and providing instructions for signing up. A 'REGISTER' button is located at the bottom of this section, with a large blue arrow pointing to it from the right.

STEP 3: Choose your position category (i.e. **Teachers, Principals and Superintendents**) 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.

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STEP 4: Agree to the terms and conditions and click the 'Register' button

Applicant Registration

* Select Position Category: Teachers, Principals & Superintendents

* User Name: 60test

* Enter Password: ●●●

* Re-type Password: ●●●

* First Name: John

* Last Name: Smith


* Country: Canada

* Province/State: Alberta

* Email: abc@prn.bc.ca

* Confirm Email: abc@prn.bc.ca

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



Generate New Image

3DB3Q

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 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 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



STEP 5: You are now registered!

How Do I View & Apply To Job Postings

STEP 1: Visit <https://sd91-makeafuture.simplification.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., 'Resume and Cover letter', 'Supporting Documents', etc.).

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

STEP 4: 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.



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STEP 5: Jobs that you have applied to successfully will appear in your 'Job Application Log'

My Username and/or Password

STEP 1: If you forget your user name and password, visit <https://sd91-makeafuture.simplification.com/> and click '**Forgot Your Login?**'

STEP 2: Enter your email address you registered with and your login combination will be sent by email.