

## How I register as an Internal Applicant for School District #60 (Peace River North):

**STEP 1:** Visit [www.makeafuture.ca](http://www.makeafuture.ca). Click on **Log In** at the top right hand corner

**STEP 2:** On the **Login and Registration** page (for applicants), select **60 Peace River North** from the drop down menu and click on the **'Register'** button.

**STEP 2:** Select your applicant type: ***I am registering as an INTERNAL applicant. I am currently employed with School District #60 (Peace River North)***

**STEP 3: (Existing Users)** If you already have an account with Make a Future, enter your **'Username'** and **'Password'** in the yellow box and fill out the required fields.

***If you do not have an account, continue to STEP 4.***

**STEP 4: (Those who do not already have an account)** complete the Internal Applicant Section by entering your: email address, employee ID #, selecting the **'Teacher Category'** and clicking **'Register'**

**STEP 5:** Select a **'Username'** and **'Password'**; complete the section for your **Current Work Assignment** and remaining sections of the page

**STEP 6:** Complete the **'Word Verification'**, agree to the **'Terms and Conditions'**, click **'Register'**

**STEP 7:** School District #60 will then confirm your **'Internal'** account. Once you have been confirmed, you will notice a **View Internal Job Postings** button to view and apply to **'Internal'** postings

### How do I sign up for Job Alerts and apply to Internal Postings?

Log into your account and click on **'View Internal Job Postings'** and click **YES** to receive **'Job Alerts'**

### To apply to a posting:

- Click on the position/subject name (listed in red) of a posting you wish to apply to
- Scroll to the bottom of the page and then click **'Apply'**

After clicking the **'Apply'** button, the job will appear in your **Job Application Log**.

You have successfully applied when the job posting appears in your **'Job Application Log'**.

