

How to register an account:

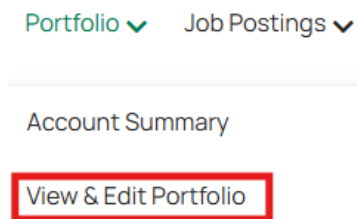
1. Visit www.makeafuture.ca and click the **Register/Log** in option located at the top right-hand corner.
2. Under the 'Apply to School Districts' section, click on Kootenay Lake 8 in the Kootenay region.
3. If you already have an account, enter in your username or email to link accounts. Click '**Sign up**' to create an account with School District #8. Please ensure to select the appropriate position category for your position.

For assistance, please call Make a Future.

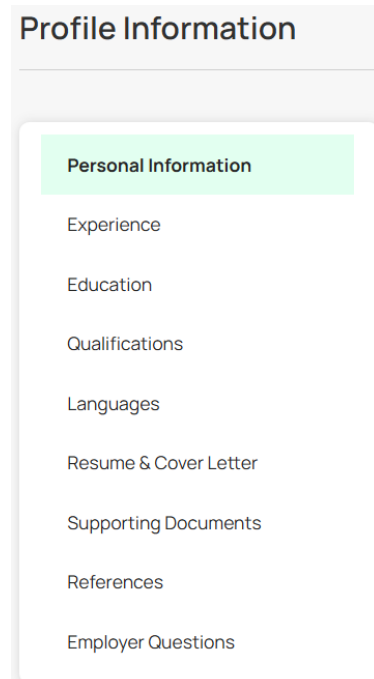
Set up your Applicant Portfolio

Your Portfolio contains your relevant application information and documentation that is shared with the Employer. You can update and review your Portfolio by following the below steps:

1. Click **Portfolio**, then **View & Edit Portfolio**



2. Navigate through the sections of your Portfolio using the menu on the left and complete the relevant sections:



Searching Job Postings & Applying

1. Click **Search Jobs** from the **Job Postings** menu. Only job postings for this specific school district will be displayed.
2. Click the title of the job posting of interest to view the job description.
3. Click **Apply** at the top-right of the job description page to start the application

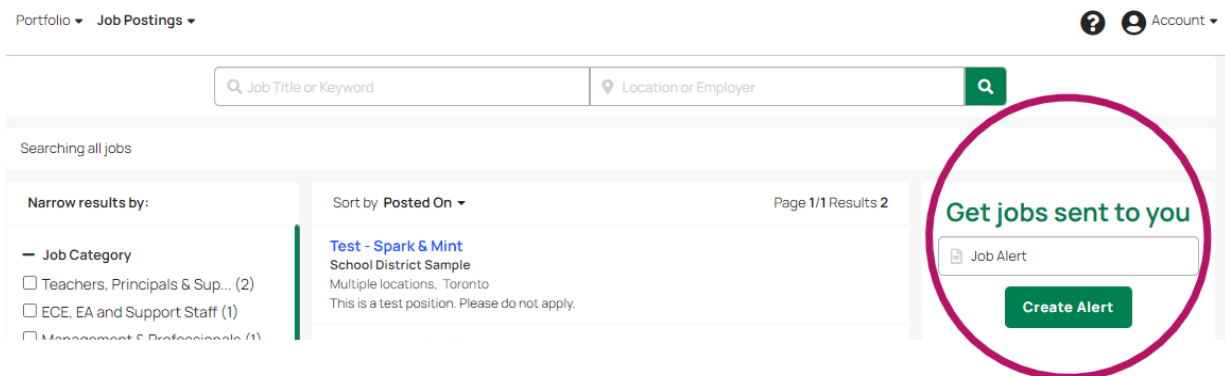
How Do I Know I Have Successfully Applied?

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.

Activating A Job Alert

1. From the Job Postings menu click **Search jobs**.
2. Select the criteria you wish to be notified of using the search panel on the left-hand side of the page
3. On the right-hand margin in the **Get jobs sent to you** section, give your search a name and select the option to **Create Alert'**
4. 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.



The screenshot shows the 'Job Postings' section of the application. At the top, there are search filters for 'Job Title or Keyword' and 'Location or Employer'. Below these, the text 'Searching all jobs' is displayed. On the left, a 'Narrow results by:' section lists job categories with checkboxes: 'Job Category', 'Teachers, Principals & Sup... (2)', 'ECE, EA and Support Staff (1)', and 'Management & Professionals (1)'. In the center, a job listing for 'Test - Spark & Mint' is shown, including the school district 'School District Sample', location 'Multiple locations, Toronto', and a note 'This is a test position. Please do not apply.' On the right, a sidebar titled 'Get jobs sent to you' contains a 'Job Alert' input field and a 'Create Alert' button, which is circled in red.