

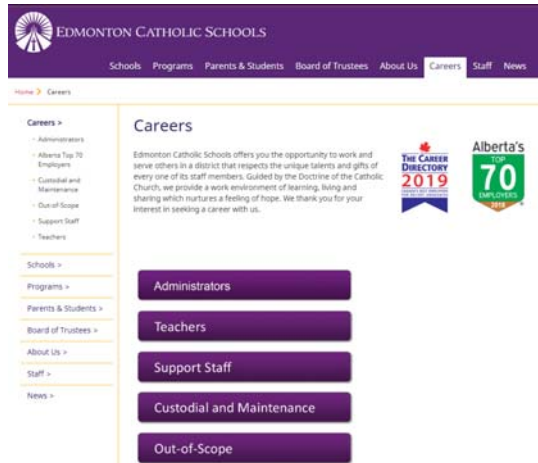


# EDMONTON CATHOLIC SCHOOLS

## CANDIDATE SUPPORT – Job Postings

### 1. How do I apply to job postings?

- a. Select the **employee group** you are applying to



- b. Click **Current Opportunities**



- c. To view all opportunities, click **Positions Open #**



- d. To view specific opportunity, click **job title** or **View**



- e. To apply, click **Apply** to the right of job title



Refer to *How to Register and Apply*

Note: You will need to login using your username and password



# EDMONTON CATHOLIC SCHOOLS

## CANDIDATE SUPPORT – Job Postings

### 2. How do I view my job postings?

- a. Click **Login Page**



- b. Enter **username** and **password**, click **Login**



If you have previously applied to a position on our website, input your email address and password to login.

- c. Click **My Jobs**, view *Positions you have applied to*



Welcome Back!

Job Alerts (1)

Your Positions

Positions to which you have applied:

\*\*\*TEST Graphic Design Specialist  
Lumen Christi Catholic Education Centre



### 3. How do I remove by application from a job posting?

- a. Click **Login Page**



- b. Enter **username** and **password**, click **Login**



If you have previously applied to a position on our website, input your email address and password to login.

- a. Click **My Jobs**, to view *Positions you have applied to*



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Your Positions

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