

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

How to Register an Internal Account with School District #33 (Chilliwack):

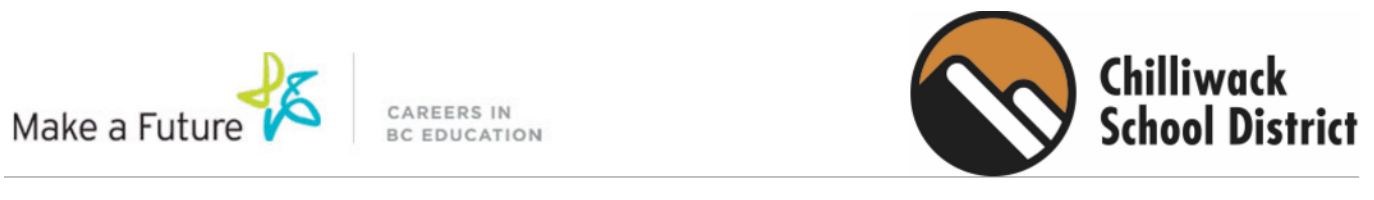
STEP 1: Visit www.makeafuture.ca

STEP 2: Click on **Register/Log In** at the top right hand corner.

***If you have an existing account with School District # 33 please log in at this time and skip down to STEP 8.**

STEP 3: On the **Login and Registration** page (for applicants), scroll down to 'School Districts'. Expand Fraser Valley to select **Chilliwack # 33**.

STEP 4: From the Chilliwack page click on the '**Register**' button.



Username:

Password:

remember me

[Forgot Username or Password?](#)

SIGN IN

NOT REGISTERED?

Make a Future has a new version of the website, which will feature a free online application system. [Learn more about this change in the News & Events section.](#)

Sign-up today for a free account to apply for career opportunities in this British Columbia school district.

Please note that with the system change, you will be required to create a new account with each school district to be able to apply online.

For assistance with this process, please contact applicant@makeafuture.ca or call 1-866-806-6851.

REGISTER 

STEP 5: 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 6: Agree to the **terms and conditions** and click the **‘Register’** button

Applicant Registration

* Select Position Category:

* 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:

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.

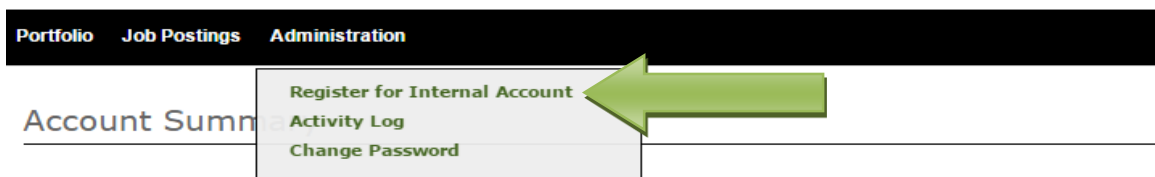
CANCEL

REGISTER

STEP 7: You are now registered!

To register internally please follow the steps below:

STEP 8: Please scroll over the **Administration** tab and select **Register for Internal Account**



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STEP 9: Complete the information regarding your current position with the board and click **Next.**

Internal Applicant Registration

Please enter the information on the School Board you want to register with as an internal applicant.

Note: The email address in your Personal Information section will be revised to the one listed below.

Fields marked by an asterisk (*) are mandatory.

* **Employer:**

* **Employee ID #:**

* **Email:**

Current Work Assignment

* **Subject(s):** * **Grade(s):**

* **School/Location:** * **Date Started:**

A.D. Rundle Middle School
Bernard Elementary
Central Elementary

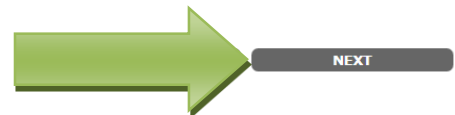
To select more than one, hold down the control key (PC) or command key (Mac) to select more than one option.

Contract Status:

* **Employee Group(s):**

*Internal Question

I understand that to view internal job postings or register as an internal applicant I must be an employee of the School Board **and that falsifying information will negatively impact my chances of being hired.**



*Date started relates to the date you started working for the District. *Highlight **Employee Group** and **School/Location**

Once you have completed these steps contact Human Resources to have your internal account approved. You will receive an e-mail notification when your account has been approved and you will now have access to 'view internal job postings'.

How Do I View & Apply To Job Postings

STEP 1: Visit <https://sd33-makeafuture.simplication.com> and log in using the username and password.

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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 **‘Internal Applicants’** on the navigation bar and select **‘View Internal Job Postings’**.

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.

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

Job Alerts: Say ‘yes’ to receive an email when School District # 33 Posts internal jobs(s)

My Username and/or Password

STEP 1: If you forget your user name and password, visit <https://sd33-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.