

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

### How to Register an Account with School District #84 Vancouver Island Sunshine Coast

**STEP 1:** Visit [www.makeafuture.ca](http://www.makeafuture.ca)

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

**STEP 3:** On the **Login and Registration** page (for applicants), scroll down to 'School Districts'. Expand 'Vancouver Island and Sunshine Coast' in BC to select **School District #84 Vancouver Island West**.

**STEP 4:** From the **School District #84 Vancouver Island West** page click on the '**Register**' button.

Username:   
Password:   
 remember me

SIGN IN

[Forgot Username or Password?](#)

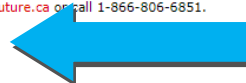
#### NOT REGISTERED?

Sign-up to apply for career opportunities in this British Columbia school district.

If you are applying to multiple school districts, please note that you have to create a separate account.

For assistance with this process, please contact [applicant@makeafuture.ca](mailto: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: Teachers, Principals & Superintendents ▼

\* User Name: 84test

\* Enter Password: ●●●●●

\* Re-type Password: ●●●●●

\* First Name: John


\* Last Name: Smith

\* Country: Canada ▼

\* Province/State: British Columbia ▼

\* Email: abc@sd84.bc.ca

\* Confirm Email: abc@sd84.bc.ca

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

**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](http://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

I agree with these terms and conditions and declare that the information I submit on this website is true.



**STEP 7:** You are now registered!

### How Do I View & Apply To Job Postings

**STEP 1:** Visit <http://sd84-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'**.



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**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 following page.

**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 <http://sd84-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.