



Department of Education
PO Box 2703, Whitehorse, Yukon Y1A 2C6



Creating Your Profile for Teachers on Call (TOCs) (Previously referred to as Substitute Personnel)

Part A – How to Register

1. Visit [https:// http://yukoneducation.simplification.com/](https://http://yukoneducation.simplification.com/) and click **Register**.
2. Select the Position Category: **Teachers, Principals & Superintendents**.
3. Fill out your personal information following the steps below:
 - a. Create a username (e.g. first initial and surname).
 - b. Ensure that your postal code does not have any spaces.
 - c. Include the area code with your phone number.
 - d. Create a password and keep it for future reference.
4. Retype your password for verification.
5. Say **Yes** to the terms of agreement, and click the **Register** button.

Part B – Entering your Personal Information

1. Under the Portfolio heading, select **Personal Info**.
2. Complete all the necessary information and questions.
3. Click **Save** at the bottom of the page.

Part C – Edit Preferences

1. Under the Portfolio heading, select **My Portfolio**.
2. Under selected School Districts, click **Edit Preferences** – located to the left above CT-Contract.
3. Complete the necessary sections:
 - a. Select **Yes** for 'Do you want to be considered for Occasional Teaching?'
 - b. Confirm email and phone number – if not correct go back to Personal Information above.
 - c. You can update your calendar under **Update my calendar**, indicating when you are not available.
 - d. Select or De-Select the schools you are interested in – there is a page 2.
4. Click **Save** at the bottom of the page.

Part D – Resumes and Supporting Documents

1. Under the Portfolio heading, select Resumes & Cover Letters and then Supporting Documents.
2. You will need to upload this information to support your application.

Part E – You are Finished!

1. You will receive a computer-generated email confirming that your profile has been setup.
2. Further instructions will be sent to you to guide you through the application process.

For Customer Support call 1-877-900-5627 or email info@applytoeducation.com
Mon-Fri 4:30 a.m. – 4 pm PST