



## Create your profile for substitute teaching

### Part A — Create a profile

1. Visit <https://yukoneducation.simplification.com> and click **Register**.
2. Select the Position Category: **Teachers, Principals & Superintendents**.
3. Fill out your personal information and create a username (e.g., first initial and surname). Your postal code should not have a space. Phone number should include the area code. Create a password and keep it for future reference.
4. Retype the word verification. Say **Yes** to the terms of agreement, and click the **Register** button.

### Part B — Set up your substitute personnel preferences for approval

1. Highlight the **Portfolio** menu and click the **My Portfolio** menu item.
2. Answer the **Mandatory Questions** listed and click the **Save** button.
3. Under **Occasional/TTOC**, click the **Edit Preferences** button.
4. You will then be prompted to answer the question: **Do you want to be considered for Occasional Teaching?** Answer **Yes**.
5. Scroll to the bottom of the page and click **Save**.
6. When you go back to the **My Portfolio page**, it should indicate **Interested** under **Occasional/TTOC**.

### Notes

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