

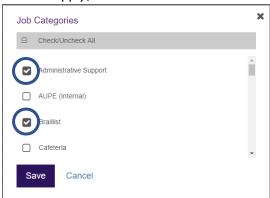
EDMONTON CATHOLIC SCHOOLS

CANDIDATE SUPPORT – Job Alerts

- 1. How do I create job alerts?
 - a. Click New Search



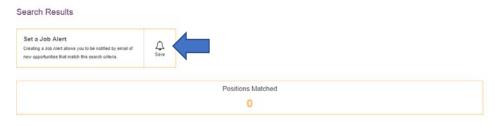
c. Click all that apply, click Save



d. Click Search



e. Review results and click Save



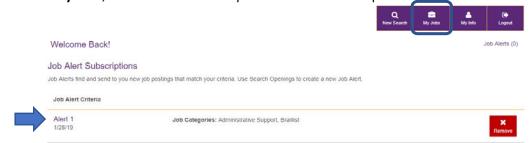
Note: You will need to login using your username and password before you can Save a job alert

For Questions Email: classifiedstaffing@ecsd.net



CANDIDATE SUPPORT – Job Alerts

f. Click My Jobs, view Job Alert Subscriptions to confirm set up



Note: Click Remove to stop receiving job alert

2. How do I view my job alerts?

a. Click My Jobs, view Job Alert Subscriptions



3. How do I know I have no job alerts?

a. Click My Jobs, Job Alert Subscriptions 'You have no Job Alerts'

