

# **EarlyLearningJobsOttawa.ca – How to Guide**

## **For Job Seekers**

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# Setting up Alerts

## Step 1



From the **Home** page, click on **Alerts**.

## Step 2

Email:

Position Type:

Language:

Enter your email, the position type you wish to be notified about as well as the language of the postings. Click on **Create Alert**.

## Step 3

### View/Create/Delete Alerts

**Alert create succeeded**

You can create an alert by Position type. Select the type you wish to be alerted on, enter your email address, select the language of the posting and click the "Create" button. You will receive one email for each new job posting that has the same position type as you selected. Alerts are automatically expired after 180 days.

Your active alerts will be displayed at the bottom of the page. If your alerts are not automatically displayed enter your email address and click the "My Alerts" button. Any active alerts will be displayed below the buttons.

If all steps have been completed successfully, you should see **Alert create succeeded** appearing in red near the top of the page.

# Delete Alerts

## Step 1



From your **Home** page, press the **Alerts** option on your toolbar.

## Step 2




Email:

Position Type:

Language:

Enter your email; leave the position type and language empty. Click on **Display Alerts**.

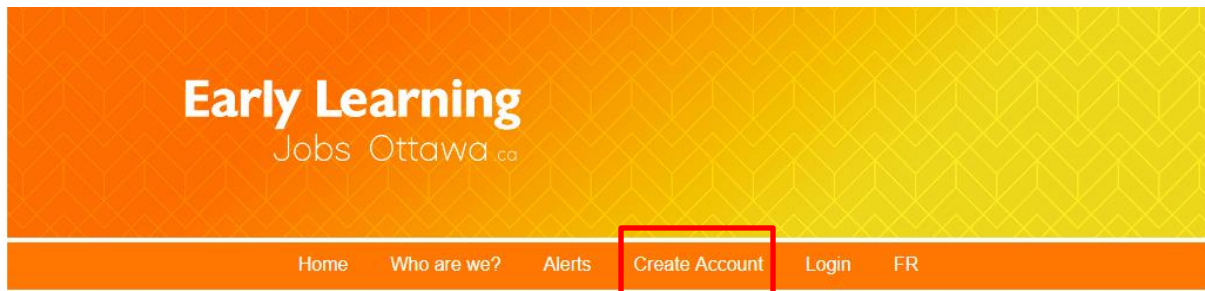
## Step 3

Email	Job Type	Language	Created	
	RECE	Both	2019-02-27 08:51:09	<input type="button" value="Delete"/>
	Program Assistant	Both	2019-02-27 08:51:21	<input type="button" value="Delete"/>
	Supply Educator	Both	2019-03-01 11:03:55	<input type="button" value="Delete"/>

All your alerts will be displayed. Click on **Delete** to delete your alerts.

# Create an Account

## Step 1



From the **Home** page select the **Create Account** tab.

## Step 2

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### Create and Account (Employers Only)

Username	<input type="text"/>
Email	<input type="text"/>
Organization	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>

[Terms of Service](#)

I agree to the Terms of Service

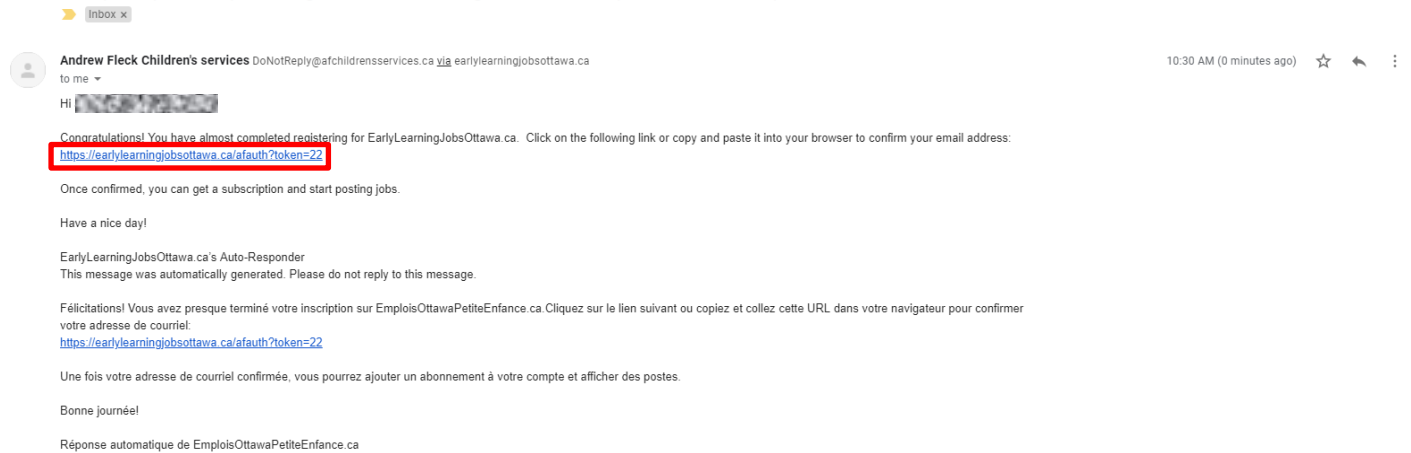
I am an employer

**Create Account**

After opening the **Create Account** page, enter your information. Don't forget to check the "I agree to the Terms of Service" box (if you agree) and the "I am an employer" box (if you are an employer). Click on **Create Account** once all your information has been entered.

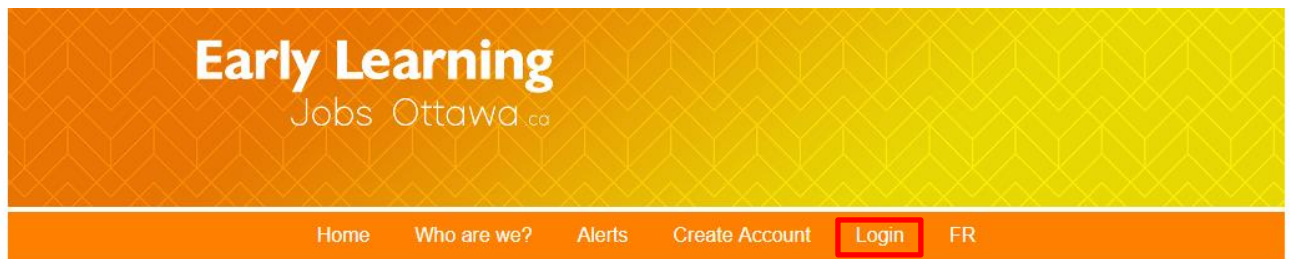
### Step 3

Complete your EarlyLearningJobsOttawa.ca registration - Completez votre inscription

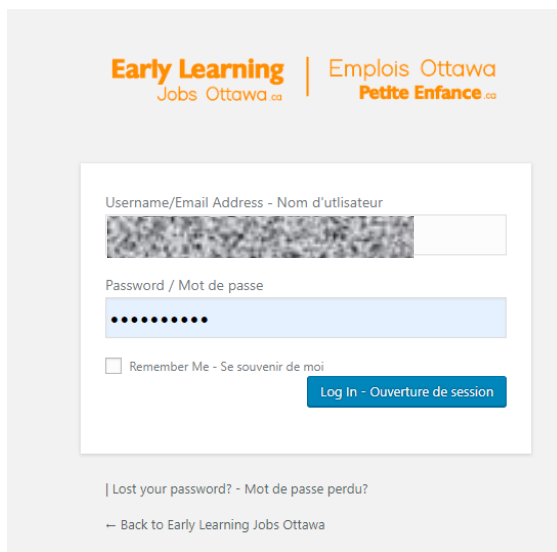


As soon as you have finished filling in your information and you have selected the option Create an account, an automatic email will be sent to you. Click on the activation link or copy and paste the link in your browser.

### Step 4



Select **Login**.



Enter your Username or Email Address, as well as your Password and you're in!

## Add a Subscription to my Account

### Step 1



Go to the **Manage Account** page.

### Step 2

## Manage Account

Name:

Organization:

E-mail:



Click on **Create Subscription**.

### Step 3

## Select Subscription Type

None ▼

One Year

Six Months

Three Months

Pay-as-You-Go - 3 Posts

Pay-as-You-Go - 5 Posts

[FAQ](#) [Terms of Service](#) [Help](#)

Select a subscription and click **Subscribe**.

*\*During the open beta testing, all subscriptions are free. It is recommended that you take the One Year subscription.\**

## Step 4

### Purchase Subscription

Name:

Organization:

E-mail:

Subscription Type: One year

Max Posts: unlimited

Price: \$120.00

Please note that subscriptions will be **renewed automatically** unless you cancel them before they expire. You will be notified **30** days and again **7** days before the auto renewal se set to take place. The notifications will contain detailed instructions on how to cancel the subscription should you chose to do so.

[Create Subscription](#)

Click on [Create Subscription](#) to confirm the details.

*\*During the open beta testing, all subscriptions are free. You will not be taken to PayPal.\**

You are now ready to create your first posting!

# Creating and Managing your Posts

## Step 1



Once logged in, click on **Create Post** on your toolbar.

## Step 2

### Create/Edit Job Posting

Language:	<input type="text" value="English"/>
Job Title:	<input type="text"/>
Job Type:	<input type="text" value="None"/>
Organization:	<input type="text"/>
Salary:	<input type="text"/>
Hours:	<input type="text"/>
Location:	<input type="text"/>
Closing Date:	<input type="text"/>
Start Date:	<input type="text"/>
Job Description:	<input type="text"/>
Qualifications:	<input type="text"/>
Duties:	<input type="text"/>
Additional Details:	<input type="text"/>
How to Apply:	<input type="text"/>

**Save**

Enter all of the required information on the page, then click on the **Save** button



### Step 3

#### Home

Language	Position	Job Type	Organization	Location	Closing Date	Status
English	<a href="#">ECE Assistant</a>	Program Assistant	Andrew Fleck Children's Services	Sunflower Day Nursery, 700 Montreal Road, Ottawa, ON	2019-06-06	saved
English	<a href="#">Bilingual ECE Assistant</a>	Program Assistant	Andrew Fleck Children's Services	Sunflower Day Nursery, 700 Montreal Road, Ottawa, ON	2019-06-12	posted

You will be redirected to the **Home** page with the position you have just created marked as **Saved** in the Status column. Click on the position, highlighted in blue.

### Step 4

**Additional Details:** We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at [hrrcruiting@afchildrensservices.ca](mailto:hrrcruiting@afchildrensservices.ca)

**How to Apply:** E-mail: [hrrcruiting@afchildrensservices.ca](mailto:hrrcruiting@afchildrensservices.ca)



Scroll to the bottom of the page and press:

**Post** – Post your posting publicly on the website.

**Schedule** – Schedule your post to appear publicly at a specific date and time.

**Edit** – Edit your post.

**Copy** – Copy your post to create another posting that might be similar.

**Unpost** – Make your post unavailable publicly. The status will show as saved on your home page. This is to be used for a job posting that you know will need to be reposted.

**Filled** – Make your post unavailable publicly. The status will show as filled on your home page. This is to be used for a job posting that has been filled.

**Expire** - Make your post unavailable publicly. The status will show as expired on your home page. This is to be used for a job posting that is no longer needed but wasn't filled.

\*The **Unpost**, **Filled** and **Expire** button all have the same function. These different labels are there to help employers to properly label their posting.

# Renew my Subscription

## Step 1



Go to the **Manage Account** page.

## Step 2

### Manage Account

Name:

Organization:

E-mail:

#### Current Subscription

Subscription Type	One year
Max Posts	unlimited
Current Posts	0
Subscription End Date	2020-06-09
Reference	S0058



Click on **Renew Subscription**.

Please note that renewing your subscription won't add time or posts to your current subscription. It will replace it. You might want to wait until after the subscription has ended or you don't have post to get a new subscription instead of renewing.

Follow the instructions from "Add a subscription to my account" starting at step 3.

# Cancel my Subscription

## Step 1



Go to the **Manage Account** page.

## Step 2

### Manage Account

Name:

Organization:

E-mail:

#### Current Subscription

Subscription Type	One year
Max Posts	unlimited
Current Posts	0
Subscription End Date	2020-06-09
Reference	S0058



Click on **Cancel Subscription**.

Please note that there is no refund if you decide to cancel your subscription early.