

Employer Reference Manual

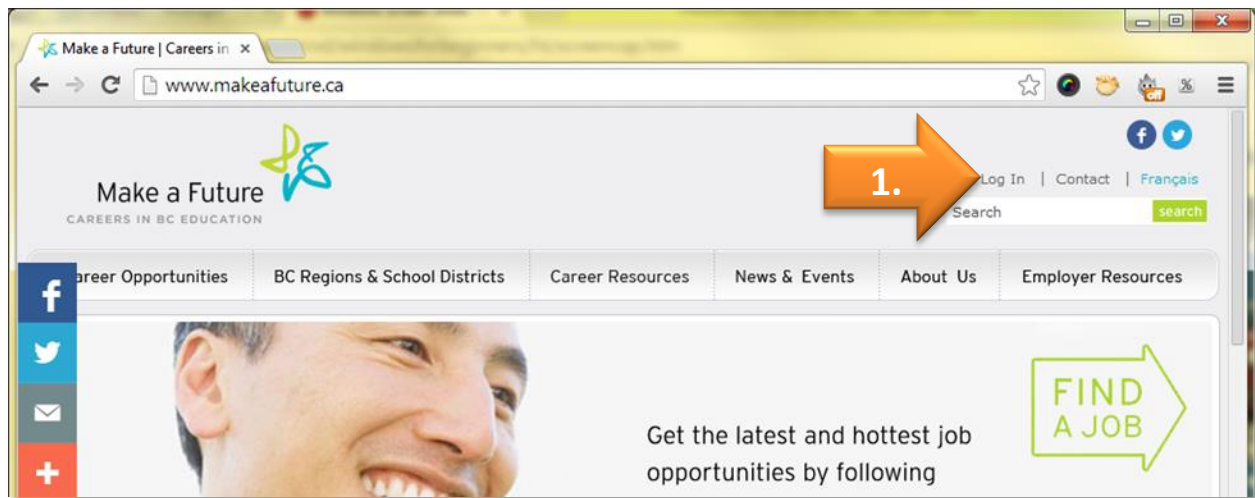
ACCOUNT ADMINISTRATION	2
Logging onto your Employer account on Make a Future.....	2
Setting Passwords	3
How do I change my password?.....	3
How do I reset my password/username?	3
How do I add a new user account for HR and or principals?	3
How do I add/edit a School?	3
POSTING JOBS	4
Job Posting Instructions	4
Job Posting Templates	5
Creating Job Posting Templates	5
Sharing Job Posting Templates.....	5
Sample: Job Posting Template	6

Employer Reference Manual

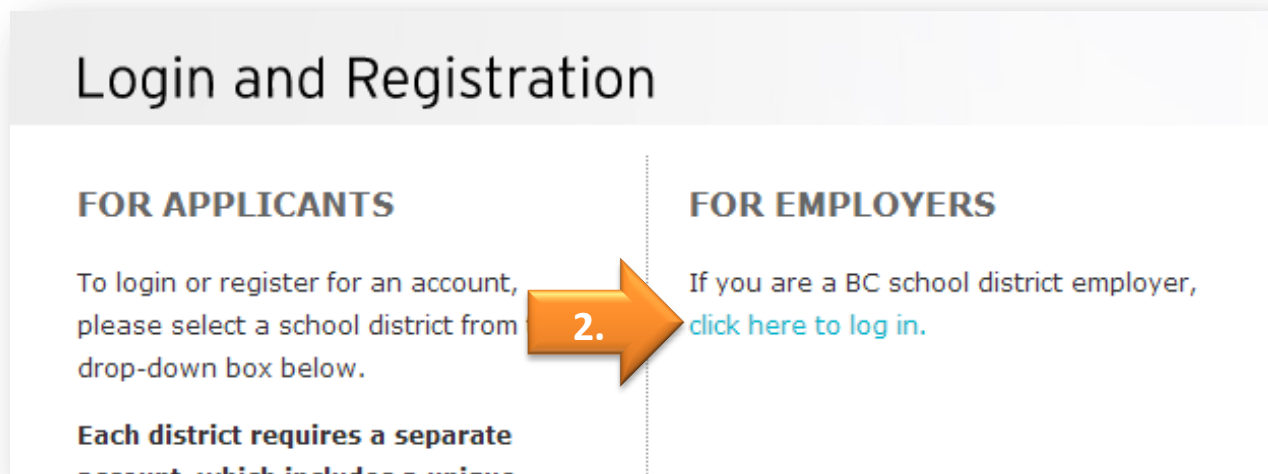
ACCOUNT ADMINISTRATION

Logging onto your Employer account on Make a Future

1. Go to www.makeafuture.ca and click on the 'Log In' link located at the top-right corner of the page.



2. Under the **For Employers** heading, click on the link labeled 'click here to login'



3. Type in your username and password



Employer Reference Manual

Setting Passwords

How do I change my password?

To change your password, log into your account and under the **User Profile tab**, click on the **User Profile page**. Type your new password and click save



How do I reset my password/username?

1. Go to the Employer Login page,
<https://makeafuture.applytoeducation.com/AttLoginMAFemployers.aspx>
2. Click on the **Forget Username or Password** link located underneath the grey-coloured **Login** button.
3. Follow the instructions on the screen to reset your password/username.

How do I add a new user account for HR and or principals?

1. Log into your account and under the **Administration** tab, click on **User Accounts**
2. **To add a user:**
 - a. click the **New button**
 - b. fill out all of the mandatory fields (*) and
 - c. assign the user to a Privilege Group and click the **Create button**
3. **To delete a user:**
 - a. check the box to the left of their name
 - b. click the **deactivate button**

How do I add/edit a School?

1. Log into your account and under the **Administration** tab click on **Schools**
 - a. *Add a school* by scrolling down to the bottom of the page and click on **New button**
 - b. *Edit a school* by clicking school name you would like to edit. Once the page opens, make your changes and click **Save** at the bottom of the page.

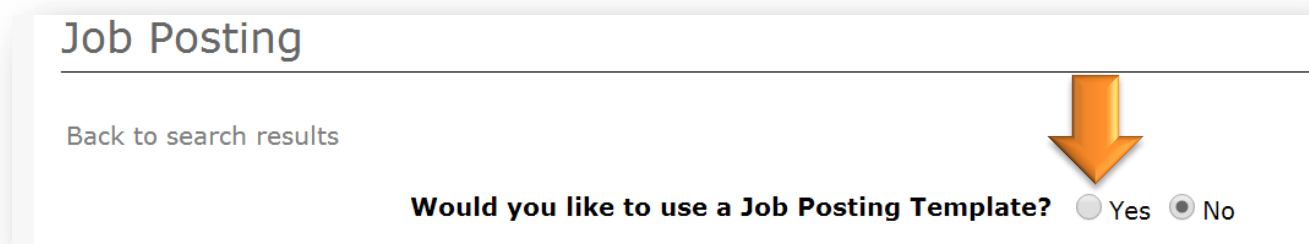
Employer Reference Manual

POSTING JOBS

Jobs may be posted in three separate categories: “Teachers, Principals & Superintendents,” “Management & Professionals,” and “ECE, EA/TA...”

Job Posting Instructions

1. Login to your account, and under the **Job Postings** tab, click **Post a Job**
 - * Note: Check-off **Yes** if you would like to use a previously saved **Job Posting Template**



The screenshot shows a white box with a grey header that says "Job Posting". Below the header is a link "Back to search results". In the center, there is a question: "Would you like to use a Job Posting Template?" followed by two radio buttons, "Yes" and "No". The "No" button is selected. A large orange arrow points down from the question area.

2. Fill out the job posting form
 - * Fields denoted with an asterisk * are mandatory, and required to activate a job posting

In the **Positions/Subject** field, type in the position title, and the name of your school surrounded by brackets, e.g. **Kindergarten teacher (Chalo School)**

3. Cut and paste/insert the job posting details in the **Job Description & Requirements** text box
4. See how your posting will appear on the site by clicking the **Preview Job button**
5. Activate the job posting by clicking the **Activate button**
 - * Note: If you wish to save the job posting to post later, click on the **Save to Pending Folder button**
 - * The **Save As Template** button allows you to save the job posting to be reused in the future

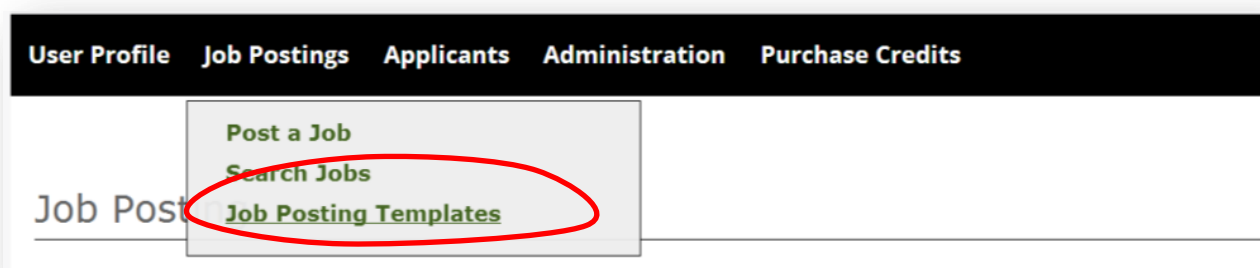
Employer Reference Manual

Job Posting Templates

Creating Job Posting Templates

Job Postings Templates are an incredibly useful and time-saving tool. They allow you to reuse elements and descriptions common in all your job postings while ensuring consistency in the details of the posting.

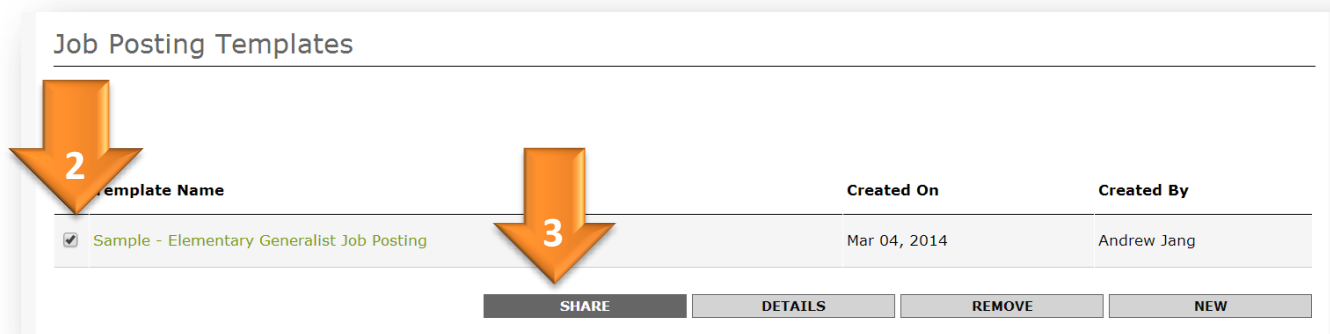
1. Log into your account and under the Job Postings tab, click Job Postings Templates



2. Click the **New button** and give your template a name and then complete remaining fields
 - * Note: Not all fields are mandatory when creating your template
3. Click the **Save Template** button to save the template

Sharing Job Posting Templates

1. Under the **Job Postings tab**, click **Job Postings Templates**
2. Check mark the box to the left of your template
3. Click the **Share button**




4. Select who you wish to share your template with and then click **Save**

Sample: Job Posting Template

Job Description & Requirements

Default Font Size **B** *I* U [List Icons] [Color Picker] [ABC] [W] [Share] [Print] [Fullscreen]



[Insert Job Title]

[Insert Job Description]

About Chalo School


Chalo School is owned and operated by the Fort Nelson First Nation. The school also maintains Independent School status in the province of British Columbia. The school follows the prescribed curriculum of the Ministry of Education, and has been accredited by the Ministry, in 1993 and 2000, and by the First Nations Education Steering Committee in 2004. In 2003/2004 Chalo School was recognized as one of ten exemplary schools for Aboriginal education in Western Canada and the Yukon. In 2006 Chalo School was recognized in the House of Commons as a role model for B.C. and for the country.

The school enrolls 200 pupils from preschool three year old to grade twelve. Last April, the Nation opened its new four million dollar high school complete with a cultural arts room and a culinary arts program. The school has a staff of sixteen teachers and a support staff of eleven. Exceptional leadership, coupled with Fort Nelson First Nation's vision for a Strong, Healthy, Proud, and Self-reliant community, guides our exemplary school.

The school is located 7 km south of Fort Nelson, just off of the Alaska Highway. Chalo school has been featured in the Globe and Mail, the Vancouver Sun, CBC radio interviews, and by the Society for the Advancement of Excellence in Education.

Chalo School was established in 1982, and is named after Harry "Chalo" Dickie. Harry has always promoted education for the Fort Nelson First Nation. He has served as a member of the Board, the Council, as Chief and was the first member of the Fort Nelson First Nation to serve as a Trustee of School District 81.

Carole Corcoran was Harry and Adeline's daughter. She too shared in her father's belief in education. She worked with her friend Sue Gower to create Chalo School. Carole was a preschool teacher at the time, and then moved on to become a lawyer. Carol's list of accomplishments is long, from her term as Band Councillor, to her appointments with the Royal Commission on Canada's Future, the B.C. Treaty Commission and the U.N.B.C. Board of Governors. Carole passed away well before her time, in 2001, but Chalo's halls are forever warmed with bright and shining memories.



Visit [Chalo School's website](#) to learn more about the school and community.