

Step-by-Step: Create a Surrey Schools Job Alerts

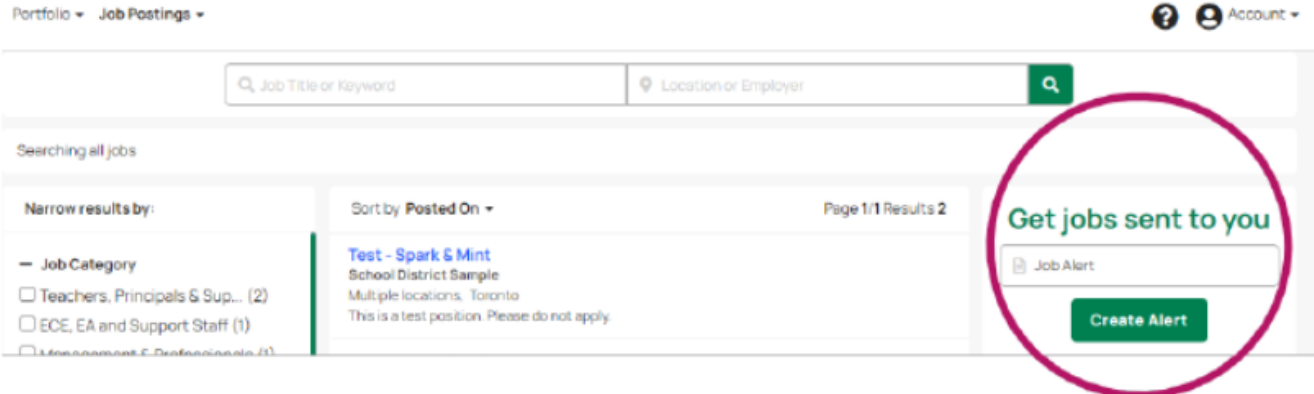
Log in or Register

Go to Make a Future and [log into your account](#).

- If you don't have one, [you'll need to register here](#).
 - Create your account under the job category that matches the position you are interest in applying for.

Activating A Job Alert

1. From the Job Postings menu click **Search jobs**.
2. Select the criteria you wish to be notified of using the search panel on the left-hand side of the page
3. On the right-hand margin in the **Get jobs sent to you** section, give your search a name and select the option to **Create Alert**
4. Once the job alert is created, an email will be sent to you to validate the alert. To update or review your job alerts go to the **Manage Job Alerts** page of the **Job Postings** menu.



The screenshot shows the Surrey Schools Job Postings interface. At the top, there are navigation menus for 'Portfolio' and 'Job Postings', and an 'Account' link. Below these are search filters for 'Job Title or Keyword' and 'Location or Employer'. The main content area is titled 'Searching all jobs' and includes a 'Narrow results by' section with checkboxes for 'Job Category' (Teachers, Principals & Sup... (2), ECE, EA and Support Staff (1), Management & Professionals (1)). A 'Sort by Posted On' dropdown is also visible. On the right side, the 'Get jobs sent to you' section is highlighted with a red circle. It contains a 'Job Alert' input field and a green 'Create Alert' button.