



## Course Lecturer Application Process

All course postings for McGill University's School of Continuing Studies will be posted at the following website: <https://scsapps.mcgill.ca/postings>. Please note that applying for a course does not guarantee that you will be assigned to teach.

In order to access and apply for any courses offered by the various Hiring Units within the School of Continuing Studies, applicants must first create a New User Account and Applicant Profile which will be a one-time setup. In order to create your User Account and Applicant Profile, simply follow the steps indicated below.

### Creating a New User Account

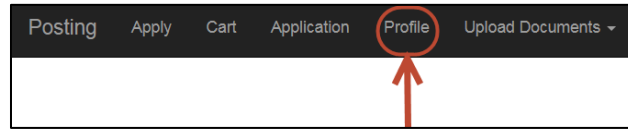
1. In your web browser, enter <https://scsapps.mcgill.ca/postings>
2. Click on **REGISTER** on the top-right corner of the webpage.
3. On the **REGISTER** screen, create your user account by entering the following information:
  - a. EMAIL address – *this does not need to be your McGill email address.*
  - b. PASSWORD – *the password requires at least one capital letter, one lower case letter, one number, and must be at least 6 characters in length.*
  - c. CONFIRM PASSWORD – *re-enter the password that you have just created.*
  - d. TITLE – *indicate your preferred title, e.g. Mr., Ms., Dr., etc.*
  - e. FIRST NAME – *enter your legal first name.*
  - f. LAST NAME – *enter your legal last name.*
4. Click on **REGISTER**. This will bring you to the Course Posting homepage where you must set up your Applicant Profile (see below for further instructions).
5. After you have set up your Applicant Profile, if you wish to access the Course Posting website on subsequent occasions, you can log in by clicking on the **LOG IN** link on the top-right corner of the Course Posting webpage (<https://scsapps.mcgill.ca/postings>).

The screenshot shows a web browser window with a dark header bar containing the word "Posting". Below the header, the page title is "Register" and the subtitle is "Create a new account". The form contains several input fields: "Email", "Password", "Confirm password", "\*Titre / Title (e.g. Mr., Ms., Dr., etc)", "\*Prénom / First Name", and "\*Nom de famille / Last Name". At the bottom of the form is a blue "Register" button.



## Setting up your Applicant Profile

1. Click on the *PROFILE* icon on the top menu bar.



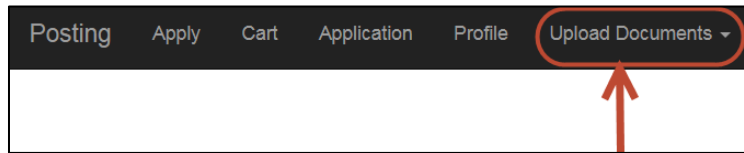
2. This will bring you to the *APPLICANT PROFILE* page. Enter the following information:
  - a. McGill Employee ID – *if you already have a McGill ID number.*
  - b. TITLE – *indicate your preferred title, e.g. Mr., Ms., Dr., etc.*
  - c. FIRST NAME – *enter your legal first name.*
  - d. LAST NAME – *enter your legal last name.*
  - e. ADDRESS – *enter the number and street address.*
  - f. APT – *enter your apartment number if applicable.*
  - g. CITY – *enter your city.*
  - h. PROVINCE – *enter your province.*
  - i. POSTAL CODE – *enter your postal code.*
  - j. PRIMARY EMAIL ADDRESS – *this is the email address that you use to register your user account.*
  - k. SECONDARY EMAIL ADDRESS – *enter a secondary email address.*
  - l. TELEPHONE (cell or office) – *enter either your cell phone or office number.*
  - m. TELEPHONE (home) – *enter your home telephone number.*
  - n. LANGUAGE SPOKEN – *select the primary language spoken from the drop-down menu.*
  - o. LANGUAGE WRITTEN – *select the primary language written from the drop-down menu.*
  - p. OTHER LANGUAGES – *if you have selected “Other” for Language Spoken and/or Language Written, please indicate the language(s) in this textbox.*
  - q. ARE YOU LEGALLY ENTITLED TO WORK IN CANADA? – *Select from the drop-down menu to indicate if you are legally entitled to work in Canada. Please note that you will have to upload supporting documents if you are on a work permit.*

Numéro d'employé(e) McGill (pour candidat(e)s internes) McGill employee ID (for internal candidates)	<input type="text"/>
*Titre / Title (e.g. Mr., Ms., Dr., etc)	<input type="text" value="Mr."/>
*Prénom / First Name	<input type="text" value="John"/>
*Nom de famille / Last Name	<input type="text" value="Doe"/>
*Adresse (numéro et rue) / Address (number and street)	<input type="text" value="688 Sherbrooke St W, Room 1140"/>
App / Apt	<input type="text"/>
*Ville / City	<input type="text" value="Montreal"/>
*Province / Province	<input type="text" value="QC"/>
*Code postal / Postal Code	<input type="text" value="H3A 3R1"/>
Adresse courriel principale / Primary Email Address	<input type="text" value="john.doe@email.com"/>
Adresse courriel secondaire / Secondary Email Address	<input type="text"/>
*Téléphone (cellulaire ou bureau) / Telephone (cell or office)	<input type="text" value="514-555-5555"/>
Téléphone (domicile) / Telephone (home)	<input type="text"/>
*Langues parlées / Languages spoken	<input type="text" value="English"/>
Autres langues parlées / Other spoken languages	<input type="text"/>
*Langues écrites / Languages written	<input type="text" value="English"/>
Autres langues écrites / Other written languages	<input type="text"/>
*Êtes-vous légalement autorisé(e) à travailler au Canada? / Are you legally entitled to work in Canada?	<input type="text" value="Yes"/>
<input type="button" value="Save My Profile"/>	

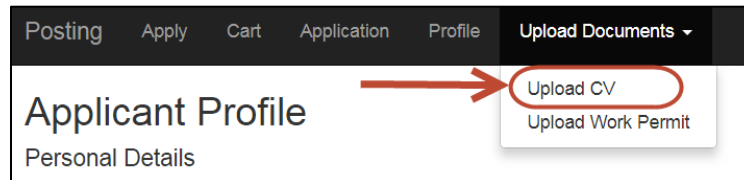
3. Once you have entered all the necessary information for your Applicant Profile, click on *SAVE MY PROFILE*.



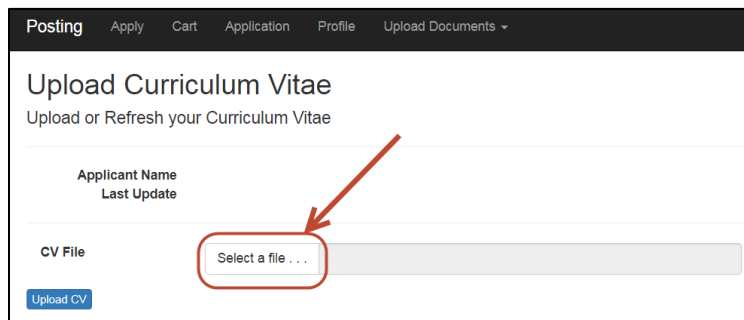
4. Click on *UPLOAD DOCUMENTS* on the top menu bar.



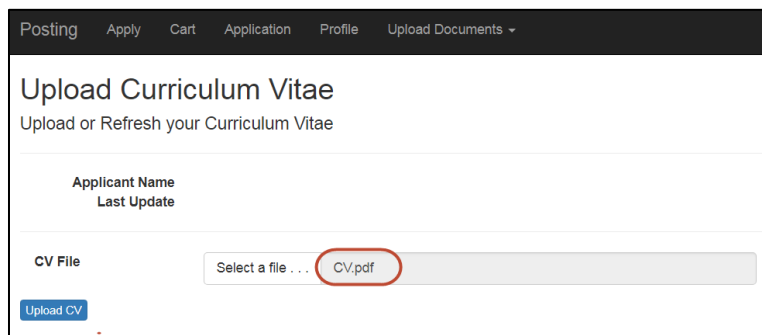
5. Once you have clicked on *UPLOAD DOCUMENTS*, click on *UPLOAD CV*.



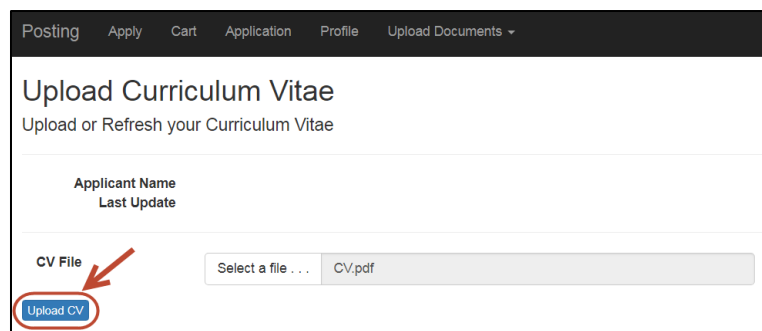
6. On the Upload Curriculum Vitae webpage, click on *SELECT A FILE*.



7. Select your CV file from your computer which must be in PDF format. It will appear on the screen next to *SELECT A FILE*.

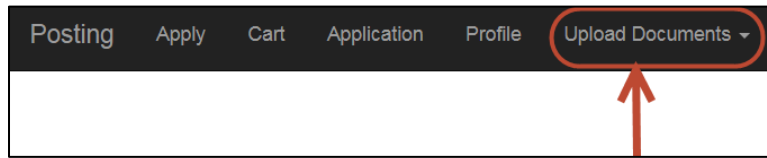


8. Click on the *UPLOAD CV* icon.

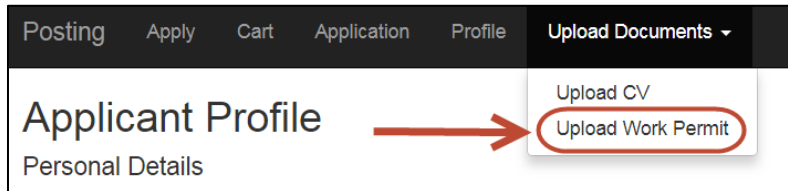




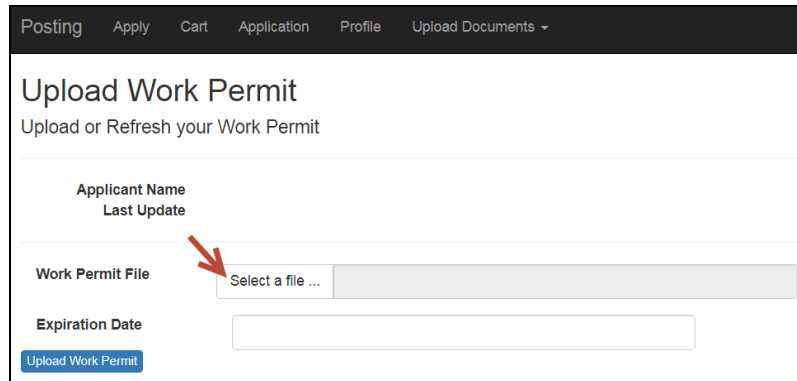
- It will take you back to the Course Posting main page.
- If you need to upload a work permit, click on *UPLOAD DOCUMENTS*.



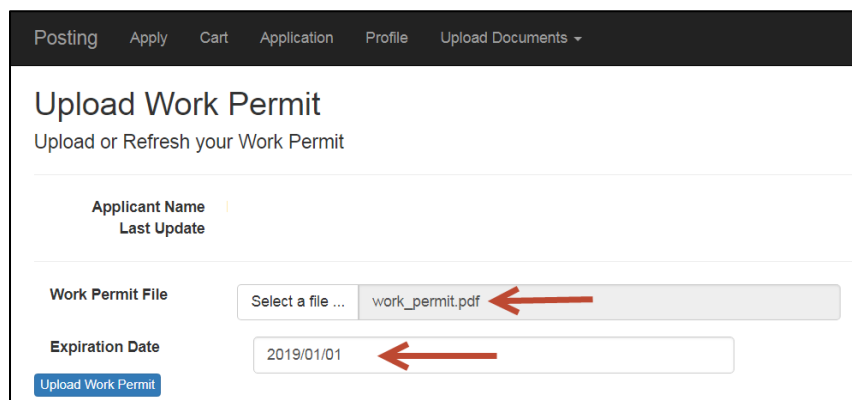
- Click on *UPLOAD WORK PERMIT*.



- On the Upload Work Permit webpage, click on *SELECT A FILE*.



- Select your work permit file from your computer which must be in PDF format. It will appear on the screen next to *SELECT A FILE*. Also, indicate the *EXPIRATION DATE* of the work permit.

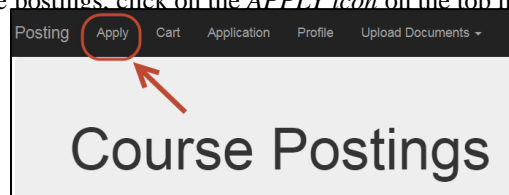


- Click on the *UPLOAD WORK PERMIT* icon.
- It will take you back to the Course Posting main page.

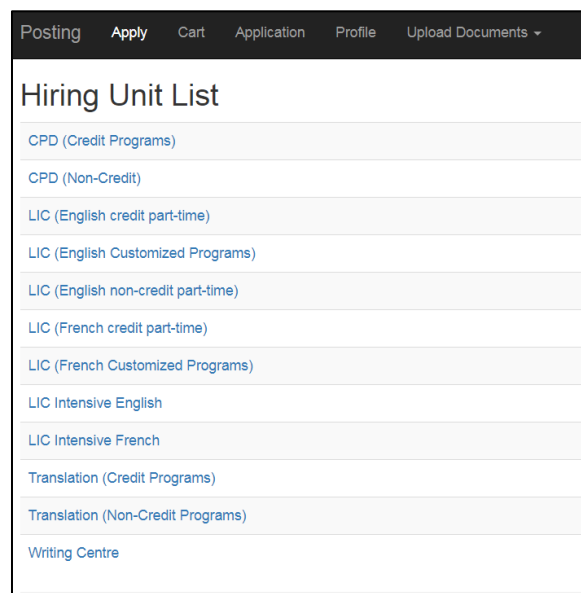


## Course Posting Listings

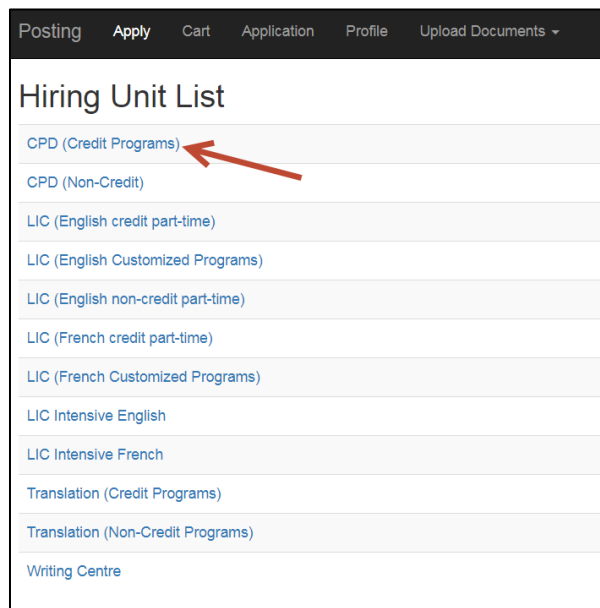
1. Once you have logged into the Course Posting website (<https://scsapps.mcgill.ca/postings>) with your email and password (that was used to create your User Account), you will be directed to the Course Posting webpage.
2. To view all the current course postings, click on the *APPLY* icon on the top menu bar.



3. Once you click on the *APPLY* icon on the top menu bar, it will direct you to the Hiring Unit List.



4. Click on the Hiring Unit to view the course postings related to that unit. *E.g. Click on CPD (Credit Programs).*





- This will take you to the Course Posting course list for the Hiring Unit you have selected. *E.g. In the example, CPD (Credit Program) was selected.*

- To view the details of the course posting, click on the *DETAILS* icon on the far right.

- When you click on the *DETAILS* icon, it will take you to the Course Posting Details which you can review.



8. When you have finished reviewing the Course Posting Details, click on the *ADD TO CART* icon if you wish to apply to teach this course. If you do not wish to apply to teach this course, click on *RETURN TO COURSE LIST*. Please note that the order in which you add the course(s) to the Cart will indicate the order of preference.

Posting | Apply | Cart | Application | Profile | Upload Documents ▾

### Posting Details

[Add to Cart](#) [Return to Courses List](#)

AFFICHAGE DE COURS, CHARGÉE DE COURS/INSTRUCTEUR(TRICE)  
COURSE POSTING, COURSE LECTURER/INSTRUCTOR

Unité d'embauche: Hiring Unit:	Développement de carrière et perfectionnement professionnel (programmes d'unités) Career and Professional Development (Credit Programs)
Titre de cours: Course Title:	Course Title
Sigle: Subject Code:	ACCT 000
Section: Section:	000
Session: Term:	Automne 2018 Fall 2018
Endroit: Location:	
Horaire: Schedule:	Monday 18:05 - 20:55 Sep 4, 2018 to Dec 4, 2018

9. Once you have clicked on *ADD TO CART*, you will automatically be directed back to the course list for the Hiring Unit that you had initially selected.

Posting | Apply | Cart | Application | Profile | Upload Documents ▾

### Course List

CPD (Credit Programs)

[Back to Hiring Units List](#)

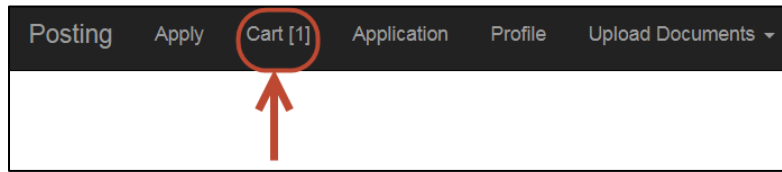
Course Number	Course Title	Session	Deadline to Apply	Course Days	Course Time	Action
ACCT 000/000	Course Title	Fall 2018	2018/06/22	Monday	18:05 - 20:55	<a href="#">Add to Cart</a> <a href="#">Details</a>

[Back to Hiring Units List](#)

10. You may view and apply to additional courses. Once finished, you may click on the *BACK TO HIRING UNITS LIST* icon if you wish to apply to courses offered by other Hiring Units.

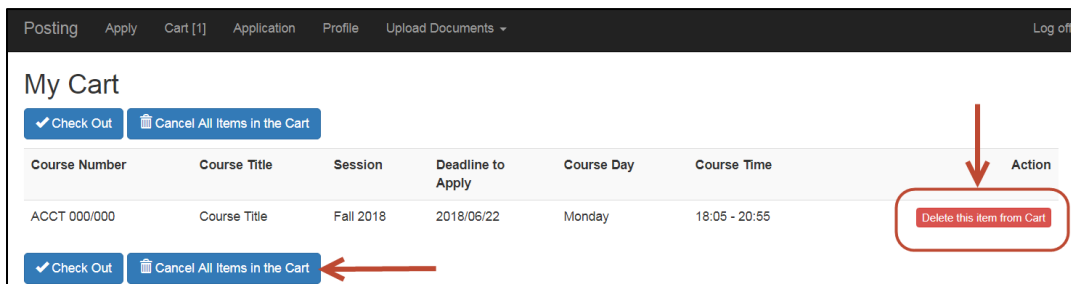


11. To verify your course selection(s) so far, click on *CART* on the top menu bar.

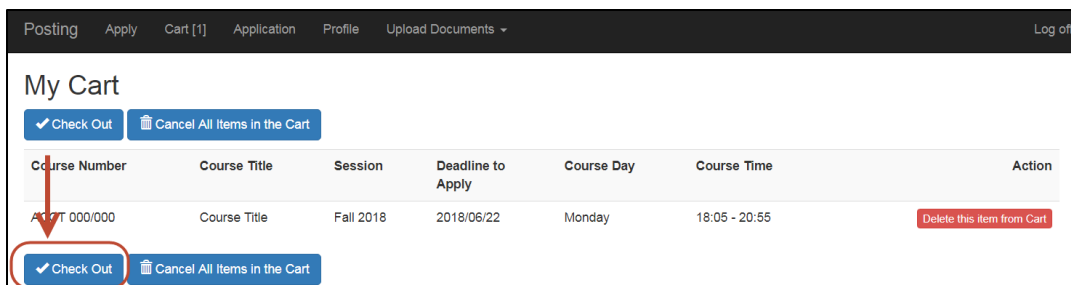


12. This will direct you to the *MY CART* webpage where you can view the courses that you have selected.

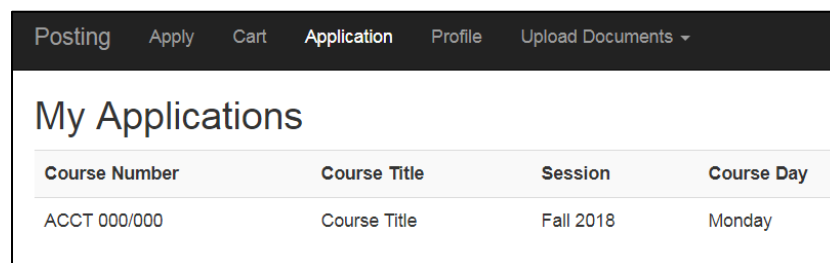
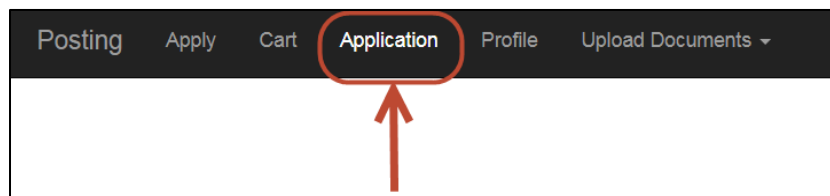
13. If you wish to remove a course that you have applied to teach, click on *DELETE THIS ITEM FROM CART* to remove the specific course. Similarly, if you wish to remove all of the courses you have added to your cart, click on *CANCEL ALL ITEMS IN THE CART*.



14. Once you are satisfied with your selection of courses, click on the *CHECKOUT* icon.



15. You can view the applications that you have submitted under the *APPLICATION* menu on the top menu bar.



16. The Hiring Unit will only contact you should you be selected for an interview or to teach a course(s).