

## How I register as an Internal Applicant for School District #60 (Peace River North):

STEP 1: Visit [www.makeafuture.ca](http://www.makeafuture.ca)

STEP 2: Click on **Log In** at the top right hand corner

STEP 3: (*New Users*) On the **Login** page, under '**For Applicants**', select '**Northern BC**', then select '**Peace River North 60**'. Select '**Register**'. Choose **Teachers, Principals & Superintendents** from the drop down menu and fill in the registration page. Click the '**Register**' button at the bottom of the page.

STEP 3: (*Existing Users*) If you already have an account with Make a Future, On the **Login** page, under '**For Applicants**', select '**Northern BC**', then select '**Peace River North 60**' enter your '**Username**' and '**Password**' and select '**Login**'

STEP 4: Once Logged in go to the "**Administration**" tab and select "**Register for Internal Account**"

STEP 5: Complete all mandatory information and select the checkbox for the statement at the bottom of the page, click '**Next**'

STEP 7: School District 60 will then confirm your internal account. This may take a few days.