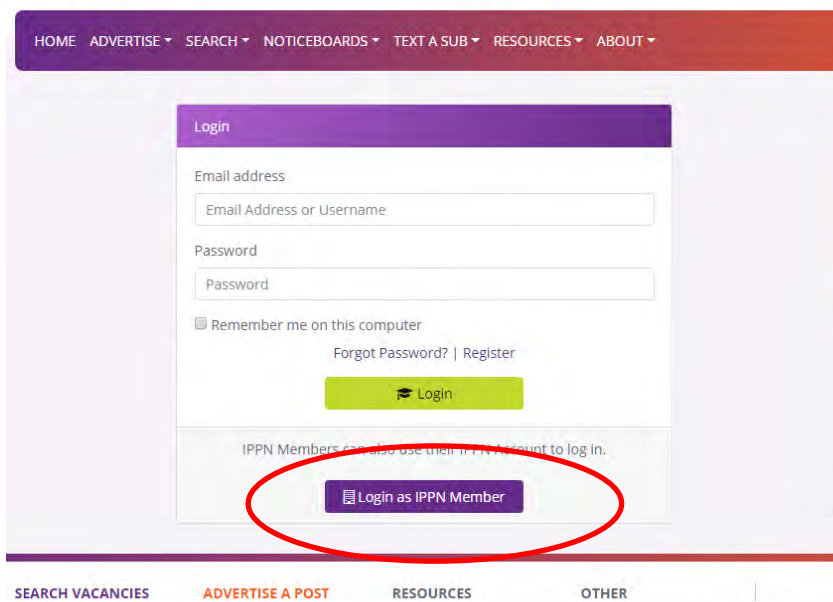


Have you seen the newly redeveloped EducationPosts.ie?

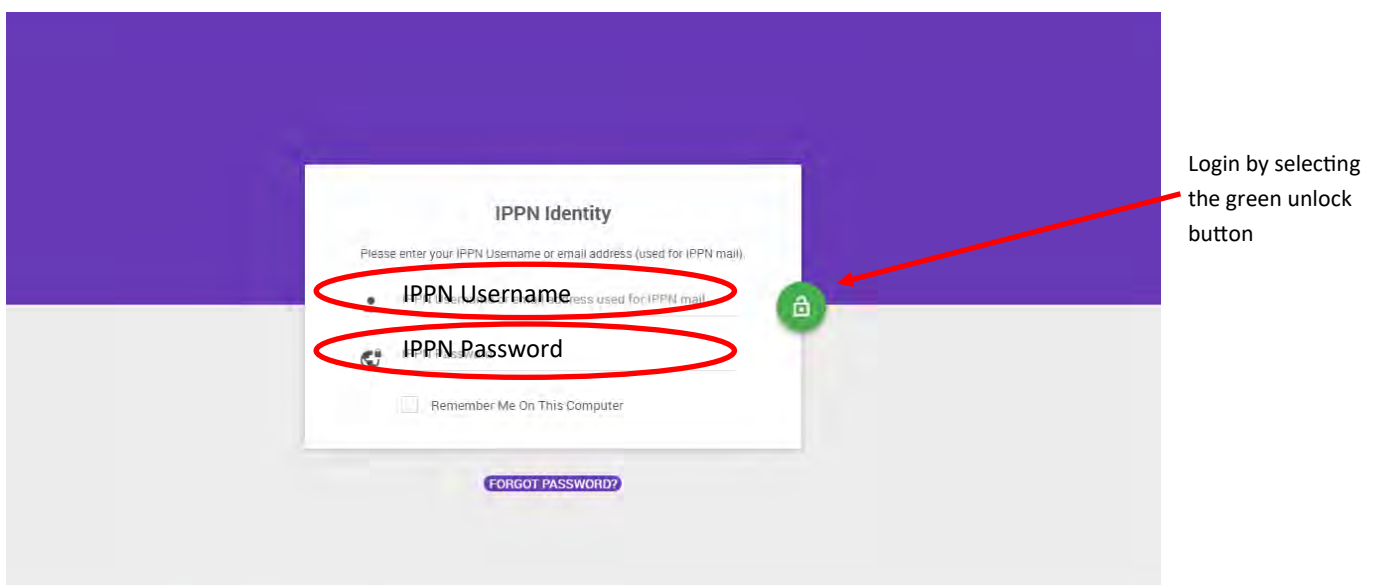


Follow these instructions to log into EducationPosts.ie as a member of IPPN and to automatically receive your three free advertising credits.

1. Go to the Login in page and select the purple button 'Login as IPPN member'.



2. Input your **IPPN username and password** and press the green unlock button.



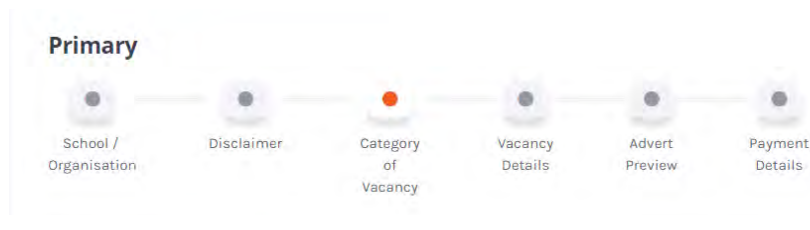
3. Once logged in, go to your 'Advertiser Dashboard' view.

4. Within your Advertiser Dashboard input your **school information** (school address, patronage, number of teaching staff, etc) by selecting **'My Organisations'** and then **'Edit School'**. This information only needs to be inputted once and will be stored for use on all future adverts.

5. For security reasons, a school roll number can only be linked to one account. We suggest that the main school account at primary level is activated using the principal's IPPN credentials. The principal can then create a profile within their account for the deputy principal, school secretary, chairperson, etc. This can be done by selecting **'Profiles'** on the Advertiser Dashboard and following the steps. Once set up, they will be able to advertise job posts for the same roll number. Adverts can be viewed by all profiles.

6. You can proceed to **'Create an Advert'** and follow the steps provided. The wizard at the top will guide you through the steps. Three free IPPN membership advertising credits will be visible at the Checkout / Payment Details stage. These credits can be used during the membership year.

A credit card or PayPal account will be required to submit an advert for activation thereafter.



Should you have any queries on placing an advert, please first refer to the detailed **FAQ for Job Advertisers** in the 'About' section. If this does not answer your query, please contact us by using the 'Contact Us' form on the site or by emailing info@educationposts.ie only. Emails are answered on rotation during office hours. Please ensure to state the Advert ID of the advert that you are referring to and your school roll number.

HOME ADVERTISE SEARCH NOTICEBOARDS TEXT A SUB RESOURCES ABOUT Test Account

Advertiser Dashboard

My Account

- Dashboard
- Advertiser Dashboard
- Logout

Profiles

Billing

My Organisation(s)

+ Create an Advert

FAQ

Contact Us

Register today!

ID	Level	School	Type of Vacancy	Status of Post	Application Deadline	Advert Status	Views
110709	Pre-School	Test Account	Childcare Assistant	Permanent Full Time	10/09/2018	Payment Due	0

Should you wish to make any amendments to draft adverts prior to submitting for approval, please do so here by selecting the relevant advert above and then select 'Modify Advert'.

Buy Credit Current Credit: 0 credits Proceed to Checkout