
EasyConnect Manual for Casual/Occasional Employees

Welcome to EasyConnect, the automated dispatch system. EasyConnect can be used to create absences, contact available replacements and fill openings. The following manual will assist you with getting set-up and answer many of the questions that you may have.

Manage your Occasional Preferences & Availability

1. Under the **Occasional Employees** section, select '**Occasional Preferences**' and click '**edit preferences**'
2. Update your contact info and preference (phone or text message)
3. Select Assignments you are willing to be contacted for and Schools you are willing to work at and click **SAVE**
4. Avoid receiving calls from EasyConnect for days you are not available by selecting '**My Calendar**', from the **Occasional Employees** section, and entering dates you cannot work. To edit or delete an event, click on the entry and select either **Delete** or **Edit**. *If you're in an LTO Term Assignment you must also enter the dates into the calendar as they are not automatically inputted*
5. Any Changes you make will be "live" immediately

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5 ways to listen/view/accept assignments

Receive a call from EasyConnect

When prompted, enter your Employee ID number followed by the pound (#) key. Press 5 to accept or press 4 to decline. Press 2 to repeat the assignment details

Call EasyConnect at 1-855-279-3279

Enter your school district code (25), your employeeID (without C) and the pound (#) key.

Receive a Text

Sign into your ApplyToEducation, select **EasyConnect Postings Archive** from your **Occasional Employees** section, click on the assignment you are interested in and click 'Accept'.

Or, call into EasyConnect and accept or decline the offer.

Receive an Email

Click on the link at the bottom of the email to sign into your account and accept or decline the position.

Sign in from your phone, tablet or computer

Sign into your account at www.applytoeducation.com to accept or decline an assignment.

***Note: Calling EasyConnect to hear assignments:**

You can call 1-855-279-3279 to listen to assignments offered to you. This can be useful when you do not have access to the internet. Only those assignments that are still available will be listed.

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How do I know I have accepted an assignment?

We offer 3 notifications as confirmations for when assignments are accepted:

1. Over the phone, a confirmation number is generated with the acceptance of a job
2. A confirmation email is sent for all accepted assignments
3. All accepted assignments are posted in the **'My Calendar'** and **'EasyConnect Accepted Postings'** pages of the **Occasional Employees** section

What if my EasyConnect call is accidentally disconnected?

You have 2 options:

1. Call **EasyConnect** at 1-855-279-3279 and enter your **School Board's Access Code** and your Employee ID Number to access the opening *
2. Log into your ApplyToEducation account and under the **Occasional Employees** section, select **'EasyConnect Postings Archive'** to view the offered assignments and click **'Accept'** if it is still available

How do I cancel an assignment I accepted?

Click 'Reply All' on your confirmation email to let the absent employee and School Administrator know you will not be able to fill the absence you had accepted.

***Note: Cancelling assignments:**

Cancellations should only be necessary for exceptional circumstances (eg hired into an LTO, illness or family emergency). If cancellation is necessary on the day of the assignment, please follow up your email by phone call to the school administration team.