

Welcome to EasyConnect's 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 questions you may have.

### Log Into Your Account on ApplyToEducation

1. Visit ApplyToEducation.com and enter your username and password.
2. Click 'Forgot Your Login' if you need to generate a password reset email.

**Please Note:** If your Employer uses Single Sign On you can click the 'Login using Office 365 button' and enter your School Board email address to login.

### Manage Your Occasional Preferences & Availability

1. Under the **Occasional Employees** section, select '**Occasional Preferences**' and click '**Edit Preferences**'.
2. Update your 'Contact Preferences' (phone or text message and email address).
3. Select Assignments you want to be contacted for and Schools you are willing to work at and click **SAVE**.
4. If you are a teacher in Ontario, ensure your OCT # is added into the **Qualifications** page of your **Portfolio** section.
5. 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 **Edit** or **Delete**.

**If you're in an LTO Term Assignment you must enter your unavailability dates into the calendar as they are not automatically inputted. This will ensure you do not continue to receive calls for daily assignments.**

Do Not Disturb is used to silence the calls or text message for the time frame you select, but you still receive offers via email.

1. Select **Add New** where Do Not Disturb is listed.

<b>Do Not Disturb</b>	Turn off Phone and Text Messages. Assignments are offered only via email.
There are no Do Not Disturb times defined.	
<b>Add New</b>	

2. Select the Dates and Times you would like to silent the Phone or Text messages.  
*Option to Click Add Days to create a time frame.*

Turn off Phone and Text Messages. Assignments are offered only via email.

Date	From	To	Su	Mo	Tu	We	Th	Fr	Sa	
2018-09-26	06:30 AM	10:00 PM	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Edit Delete
2018/09/28 to 2018/10/03	07:00 AM	08:30 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Save Cancel

SINGLE DAY

Add New

3. Click **Save**. You can **Edit** or **Delete** the date and times you have entered for the DND at any time.

### 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 assignmer details.

#### Call EasyConnect at 1-855-279-3279

Enter your school district code (10), employee ID and the pound (#) key. Assignments you were offered that are still available will be listed.

#### Receive a Text

Sign into ApplyToEducation, select EasyConnect Postings Archive from your Occasional Employees section, click on the assignment you are interestec in and click 'Accept'.  
Or, Call EasyConnect and accept or decline the Assignment over the phone.

#### Receive an Email

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

#### Login from your phone, tablet or computer

Log into your account at [www.applytoeducation.com](http://www.applytoeducation.com), select EasyConnect Postings Archive from your Occasional Employees section, click on the assignment you are interested in and click 'Accept'.  
If your employer uses a Job Board you can view available assignments by clicking on the EasyConnect Job Board.

### How To Know You Accepted an Assignment

There are 3 notifications to confirm when you accept an assignment:

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

### What if My EasyConnect Call is Accidentally Disconnected?

If your call is disconnected please do one of the following:

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. Only those assignments you were offered and are still available will be listed.
2. Log into ApplyToEducation and under the **Occasional Employees** section, select **'EasyConnect Postings Archive'** to view offered assignments and click **ACCEPT** if it is still available.

### How To Cancel an Accepted Assignment

1. When viewing an accepted assignment, if you see the ability to cancel the absence you can do so after you enter your reason.

**Note:** If you do not see the ability to cancel the assignment you should click 'reply all' on your confirmation email to notify the Administrator at the school.

2. If you can cancel the assignment online, a cancellation email will be sent to the absent employee and School Administrators. EasyConnect will automatically start contacting available replacements to fill the now vacant assignment.

Furthermore, your School District might block your access to the Job Board for absences on the day you cancelled.

Occasional Posting Details

[Back to search results](#)
[<< Previous](#)

**Job Code:** 4147297  
**EdTalent Job Fair Assignment:** Primary

**Status:** Accepted  
**Confirmation #:** 1075258

**Pay:** 100%  
**Sent to HR:** No  
**Approved to Export:** Approved  
**Job Type:** Occasional  
**Filling In For:** Dave Benk

**Location**  
 Assumption School  
 111 Fenn St.  
<https://goo.gl/maps/frUrbw2g1oR2>  
 (41) 611-1111  
**Bell Hours**  
 8:35AM to 3:35PM

**Date(s)/Time(s) of absence**  
 Monday Aug 27, 2018 (8:30 AM to 3:30 PM)

Job Description & Requirements

Cancel Accepted Assignment

Please enter a reason for cancellation and select "Confirm Cancellation" below:

## Additional Features Based on School District Configuration

Depending on how your EasyConnect settings have been configured for your School District, there are additional options available.

## Job Board

Your EasyConnect Job Board is a great way to find available Assignments that have not been offered to you. If the assignment appears on the EasyConnect Job Board, it is available for you to Accept. To access your job board please do the following:

1. From the **Occasional Employee** section select **EasyConnect Job Board** to view all available assignments for your employee group.

[Portfolio](#)
[Job Postings](#)
[Internal Employees](#)
[Occasional Employees](#)
[Administration](#)
[Purchase Credits](#)
[Help & Training](#)

Occasional Postings

EdTalent Job Fair

**Period Selector:**

[Occasional Preferences](#)  
[My Calendar](#)  
[View Openings](#)  
[EasyConnect Job Board](#)  
[EasyConnect Postings Archive](#)  
[EasyConnect Accepted Postings](#)

Pages: 1 of 1 1

Code	Pay	Assignment	Location	Start	End	Status
2371980	100%	Primary	Assumption School Grafton	2017/12/25 8:30 AM	2017/12/25 3:30 PM	Open

2. Click on the **Assignment** to view its details.

3. Click **Accept** or **Decline** to respond to the opening and include a note to the administrator if needed.

Click on the link to watch a video outlining the steps for setting up your occasional preferences <https://youtu.be/aMOEdX4Sk5I>.