

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

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**

Note for Ontario Teachers:

EasyConnect contacts you based on your OCT qualifications. Please ensure your OCT # is entered on the Qualifications Page in the Portfolio section.

You can also select additional subjects you are willing to teach.

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5 ways to listen/view/accept assignments



By Phone (from 1-855-279-3279)

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



By calling EasyConnect at 1-855-279-3279

- Enter your **School district code**
- Enter your Employee ID number and press the pound (#) key
- Listen to all assignments now offered to you and press **5** to **accept** or **4** to **decline**



By Text

- After you receive a text message, log into your **Apply To Education** account or call back 1-855-279-3279
- Under the **Occasional Employees** tab, go to your **Assignments Archive** page
- Select the assignment you are interested in and click the '**accept**' button



By Email

- Click on the link at the bottom of the email and log into your **Apply To Education** account or call 1-855-279-3279
- Under the **Occasional Employees** tab, go to **Assignments Archive** page and click the '**accept**' button



By Smartphone

- Log on to www.applytoeducation.com
- Enter username and password and click **login**
- To view or accept an assignment, click on **Postings Archive**
- To review accepted assignments, click on **Accepted Postings**
- To update your contact settings, go to the **<Occasional Employees>** tab and click **edit preferences**

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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 manage my availability?

Under the **Occasional Employees** click **'My Calendar'** to view/edit/add entries for days you are not available.

***Note when 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.