

Welcome to EasyConnect, ApplyToEducation’s automated dispatch system for offering and filling daily assignments. The following manual will assist you with navigating EasyConnect as an internal employee.

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### Login Page

Here is your school board’s login page for ApplyToEducation: <https://sd64-makeafuture.simplification.com/>

To sign in, enter your username and password OR your email address and verification code.

#### Sign In

Please sign in using either email or your username.

Email address/username

OR

**Please Note:** If your Employer uses Single Sign On you can click the ‘ Sign in with Employee Email’ button and enter your School Board email address to login.

### Creating Absences Online

In the ‘EasyConnect’ menu, click ‘Create Absence’.



School District Sample

Portfolio ▾ Job Postings ▾ EasyConnect ▾ PD & Events ▾

? Account ▾

**Create Absence**

Account Summary

My Absences

On-Call List

Year-To-Date Entitlements

Account Summary

Application Number:

Position Category:

Registration Date: Sep 02, 2022

Last Updated: Apr 04, 2023

The **Location** and **Employee Group** fields will be automatically filled in. If you are employed in multiple locations and/or employee groups, you may need to select the proper option from the relevant dropdown.

By default, the system sets that a **Replacement** is required. If necessary, change this field to **'No'**.

If there are any details or instructions you wish to relay to your replacement, you can enter notes in the field **Assignment Details**. You can also choose to upload a lesson plan for your replacement.

Beneath, you can select certain **Flags**, if applicable. Some flags may be pre-selected by your school board. **Bus Drivers – Please ensure that you select your Route here**

### Absence Details

[Back to search results](#)

**Location:**

**Employee Group:**

**Replacement:**  Yes  No

**First Contact:**

**Assignment Details:**

**Lesson Plans:**

**Flags:**  Kindergarten  Scent Free School  Nut Free School  Fish Free School  Field Trip  Period 1

1. Add the **Date** of the absence, by clicking the box and selecting a date from the calendar. If necessary, click **'Add days'** to create a multi-day absence.

DATE	TIME	
<input type="text" value="Select Date"/>	Default	Absent: Dave Benk
Add days	09:00 AM	Assignment: <input type="text"/>
	to	Reason: <input type="text"/>
	03:30 PM	YTD
		Additional Info: <input type="text"/>
		Release Code: <input type="text"/>
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

2. Select the **Time** of the absence. You may have a **'Default'** time selected for you initially.

DATE	TIME	
<input type="text" value="Select Date"/>	Default	Absent: Dave Benk
Add days	09:00 AM	Assignment: <input type="text"/>
	to	Reason: <input type="text"/>
	03:30 PM	YTD
		Additional Info: <input type="text"/>
		Release Code: <input type="text"/>
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>

3. Select the **Assignment** and **Reason** for absence using the dropdown menus. If necessary, enter **Additional Info** and/or a **Release Code**.

DATE	TIME		
<input type="text" value="Select Date"/>	Customize	Absent: Dave Benk	
Add days	09:00 AM	Assignment: <input type="text"/>	
	to		Reason: <input type="text"/>
	03:30 PM		YTD
			Additional Info: <input type="text"/>
			Release Code: <input type="text"/>
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

4. Click **'OK'**.

DATE	TIME			
<input type="text" value="Select Date"/>	<input type="text" value="Customize"/>			
<p>Add days</p> <p style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; margin: 0 auto;">A</p>	<input type="text" value="09:00 AM"/>	<b>Absent:</b> Dave Benk		
	to	<b>Assignment:</b> <input type="text"/>		
	<input type="text" value="03:30 PM"/>	<b>Reason:</b> <input type="text"/>		
		YTD		
		<b>Additional Info:</b> <input type="text"/>		
		<b>Release Code:</b> <input type="text"/>	<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- Review the absence information. If a replacement is required, a replacement record will be created.

DATE	TIME			
2023-09-05	09:00 AM		Edit	
	to	<b>Absent:</b> Dave Benk		
	03:15 PM	EIN: 8642 Job: Teacher FTE: 1	Delete	
<p>Add days</p> <p style="text-align: center; border: 1px solid black; border-radius: 50%; width: 30px; margin: 0 auto;">R</p>		<b>Assignment:</b> Kindergarten		
		<b>Reason:</b> 01 - Illness		
		YTD		
		<b>Additional Info:</b>		
		<b>Release Code:</b>		
<input type="text" value="2023-09-05"/>	<input type="text" value="Customize"/>	<b>Fill Method:</b> <input type="text" value="EasyConnect"/>		
<p>Add days</p>	<input type="text" value="09:00 AM"/>	<b>Replacement:</b>		
	to			
	<input type="text" value="03:15 PM"/>		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

By default, the replacement record will be for the same dates and times as the absence. This can be edited as required (e.g. if you have a full-day absence, but only need a replacement for half of the day).

The default **Fill Method** is usually set to **'EasyConnect'**. There may or may not be other fill method options available to you, depending on school board settings. See [Manual Fill: Pre-Arranging A Replacement for your Absence](#) for an example of another fill method.

- Click **'OK'** on the replacement record (if you have one).

<p>2023-09-05</p> <p>Add days</p> <p>R</p>	<p>Customize</p> <p>09:00 AM</p> <p>to</p> <p>03:15 PM</p>	<p>Fill Method: EasyConnect</p> <p>Replacement:</p>	<p>OK Cancel</p>
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- You have the option to add additional absence times. Each new absence time can differ from the others in terms of the **Date(s)**, **Time(s)**, **Assignment**, and **Reason**. To do so, click **'Add Absent Time'**, and then follow steps **3** to **8**, above.

DATE	TIME		
2023-09-05	09:00 AM to 03:15 PM	<b>Absent:</b> Dave Benk EIN: 8642 Job: Teacher FTE: 1  <b>Assignment:</b> Kindergarten <b>Reason:</b> 01 - Illness YTD <b>Additional Info:</b> <b>Release Code:</b>	<a href="#">Edit</a>  <a href="#">Delete</a>
2023-09-05	09:00 AM to 03:15 PM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b>	<a href="#">Edit</a>  <a href="#">Delete</a>

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**Add Absent Time**

**Save**

Cancel

- Review the information you have entered, then click **'Save'**.

Flags:  Kindergarten  Scent Free School  Nut Free School  Fish Free School  Field Trip  
 Period 1

Pages: 1 of 1 1

DATE	TIME		
2023-09-05	09:00 AM to 03:15 PM	<b>Absent:</b> Dave Benk EIN: 8642 Job: Teacher FTE: 1  <b>Assignment:</b> Kindergarten <b>Reason:</b> 01 - Illness YTD <b>Additional Info:</b> <b>Release Code:</b>	<a href="#">Edit</a>  <a href="#">Delete</a>
2023-09-05	09:00 AM to 03:15 PM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b>	<a href="#">Edit</a>  <a href="#">Delete</a>

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Add Absent Time

**Save**

Cancel

You will receive a pop-up notification that your absence was created successfully, as well as a confirmation email. The site will automatically redirect you to the 'Absence Details' page for the absence.

### Creating an Absence with More than one Entry

You can create absences with different Assignments, Job Codes, Dates, Reasons, Additional Info or Release Codes. Creating a single absence with more than one absence entry ensures that your assignment can be filled by one casual.

1. In the **EasyConnect** section, click **'Create Absence'**. Select if a **Replacement** is required (Yes/No).
2. Enter the **Absence Date** and **Time** for the first part of your absence, then click Add Absent Time to add an additional absence entry: rele

DATE	TIME	Details	Actions
<input type="checkbox"/> 2024-01-15	08:30 AM to 12:00 PM	<b>Absent:</b> Test Employee EIN: 11223344 Job: Accounting Clerk 1 FTE: 1  <b>Assignment:</b> Accounting Clerk 1 - District <b>Reason:</b> 1100 - Sick YTD  <b>Additional Info:</b> <b>Release Code:</b>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> 2024-01-15	08:30 AM to 12:00 PM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b>	<a href="#">Edit</a> <a href="#">Delete</a>

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[Deactivate Selection](#) [Add Absent Time](#)  
[Save](#) [Cancel](#)

3. Enter the **Absence Date** and **Time** for the next part of your absence and click OK:

2024/01/15 12:00 PM to 02:20 PM

[Add days](#)

**A**

**Absent:** Test Employee  
**Job Code:** ZRECB - Receptionist Booking Clerk  
**Assignment:** Receptionist Booking Clerk - J16  
**Reason:** 1130 - Vacation  
YTD  
**Additional Info:**  
**Release Code:**

[OK](#) [Cancel](#)

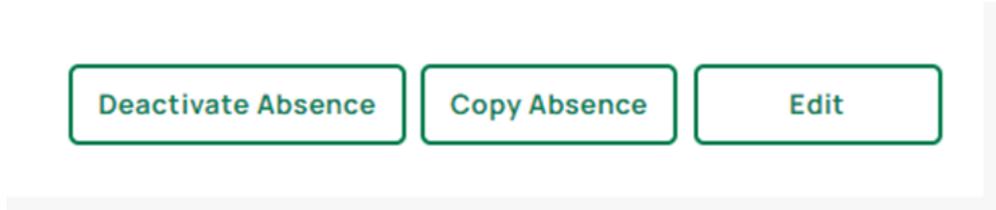
4. Click **SAVE** once you have entered all of your absence information

*Note: When using our*

### Copying an Absence

You can copy an existing active or deactivated absence to use for a new absence entry.

1. Click **EasyConnect**, then **My Absence**
2. Click the **Job Code** you wish to Copy
3. On the the **Absence Details** page, click **Copy Absence** at the bottom of the page:



### Creating Absences over the Phone

1. Call **1-855-279-3279** and enter your School Board's **Access Code** followed by pound key (#).
2. Enter your **Employee ID Number (EIN)** followed by pound key (#).
3. The system will read out your name. Press 1 to confirm your ID when prompted.
4. Press 3 to create an absence, following the prompts given by the Interactive Voice Response (IVR).

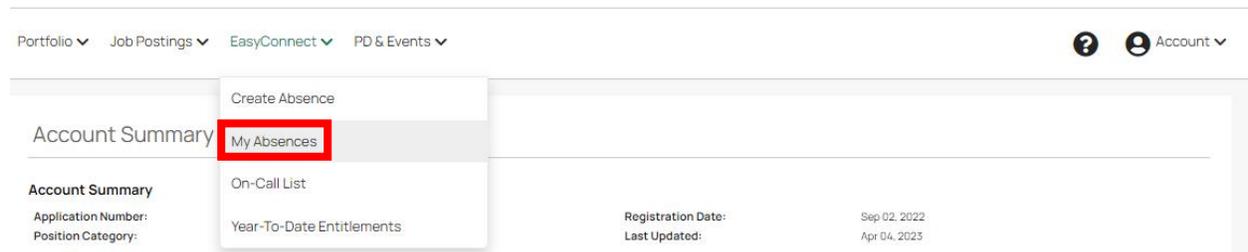
You will receive a confirmation email containing absence information, once you have created the absence.

### Reviewing your Absences

1. In the 'EasyConnect' menu, click 'My Absences'.



School District Sample



2. Click on absence's **Code**.

### Absence List

Year: 2023 Month: September [Calendar](#)

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness		Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

[Create Absence](#)

This will bring you to that absence's 'Absence Details' page, allowing you to review the information relating to the absence.

[Editing An Absence](#), [Copying An Absence](#), and [Deactivating an Absence](#) can all be done from this page.

*Note: Absences which have been deactivated will still appear on the 'My Absences' page, but they will be greyed out.*

## How do you know your Absence has been filled?

When a replacement is filled in for your absence, you are sent a notification email with this information. You can also view this information on the 'My Absences' page.

1. In the 'EasyConnect' menu, click 'My Absences'.

### Absence List

Year: 2023 Month: September [Calendar](#)

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness		Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

[Create Absence](#)

2. The **Replacement** column will list anyone who has been filled in for any of your absences.

### Absence List

Year: 2023 Month: September Calendar

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness	Mark Laurie	Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

Create Absence

## Editing An Absence

1. Follow steps 1 and 2 of [Reviewing your Absences](#) to get to the absence's 'Absence Details' page.
2. Click the 'Edit' button on the bottom right of the page.

DATE	TIME	
2023-09-22	09:00 AM to 03:15 PM	<p>Absent: Dave Benk</p> <p>Assignment: Grade 1</p> <p>Reason: PD - PD Workshop YTD</p> <p>Approval Status: Waiting Approval</p>
2023-09-22	09:00 AM to 03:15 PM	<p>Fill Method: EasyConnect</p> <p>Replacement:</p>

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Add Absent Time

Deactivate Absence Copy Absence **Edit**

3. Make the necessary edits, then click 'Save' at the bottom of the page to update your changes.

*It is not always possible to edit your absences yourself. The circumstances under which you can or cannot make edits will vary according to school board settings. For example, you may not be able to edit the absence once a replacement has accepted it, or if it's too close to the absence start time.*

*If the 'Edit' button is greyed out, you cannot edit the absence yourself. Please reach out to the relevant school board administrator(s) for assistance.*

### Deactivating an Absence

1. Follow steps 1 and 2 of [Reviewing your Absences](#) to get to the absence's 'Absence Details' page.
2. Click the '**Deactivate Absence**' button on the bottom right of the page.

DATE	TIME		
2023-09-22	09:00 AM to 03:15 PM	<p><b>A</b></p> <p>Absent: Dave Benk Assignment: Grade 1 Reason: PD - PD Workshop YTD Approval Status: Waiting Approval</p>	▼ Edit
2023-09-22	09:00 AM to 03:15 PM	<p><b>R</b></p> <p>Fill Method: EasyConnect Replacement:</p>	▼ Edit

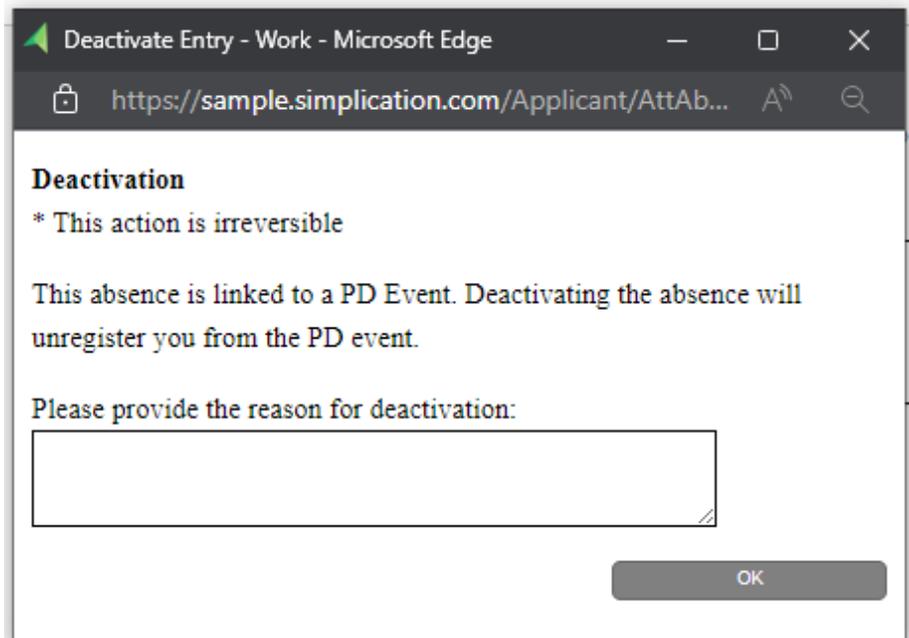
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Add Absent Time

A pop-up window will appear. It will inform you that the action is irreversible, as well as any other relevant information (such as if the absence is linked to a PD Event).

3. Provide the reason for deactivation in the relevant box, then click '**OK**'.

The absence will then be deactivated. The absence will still be listed on your 'Absence Details' page, but it will now be greyed out. A confirmation email will be sent to you, any relevant school board administrator(s), and the replacement employee (if applicable).



*It is not always possible to deactivate an absence yourself. The circumstances under which you can or cannot deactivate will vary according to school board settings. For example, you may not be able to deactivate an absence once a replacement has accepted it, or if it's too close to the absence start time.*

*If the **'Deactivate Absence'** button is greyed out, you cannot deactivate the absence yourself. In this case, locate the confirmation email from EasyConnect in your inbox, and click **'Reply All'**. Explain what you need cancelled, and why, and send the email. This will send your reply to relevant school board administrators.*