

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 selecting and setting the EasyConnect App as your contact method of preference.

Log Into Your Account on ApplyToEducation

1. Visit www.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 Employee email address button' and enter your School Board email address to login.



Enabling the App Contact Preference

1. Under the **EasyConnect** section, select '**Occasional Preferences**' and click '**Edit Preferences**'.
2. Update your 'Contact Preferences'. If you would like to use the EasyConnect app for push notifications, from your mobile device, download and install **ApplyToEducation** from the Google Play Store or Apple App Store.

Contact Preference Assignments are always offered by email. In addition, they are offered by phone, text message, or through our mobile app.

Email: *

☐ **Mobile App:** If you would like to receive and accept Assignments through 'push notifications' rather than phone calls or text messages, download our EasyConnect App using the link below:

☒ **Phone:**

☐ **Text Message:** Carrier:

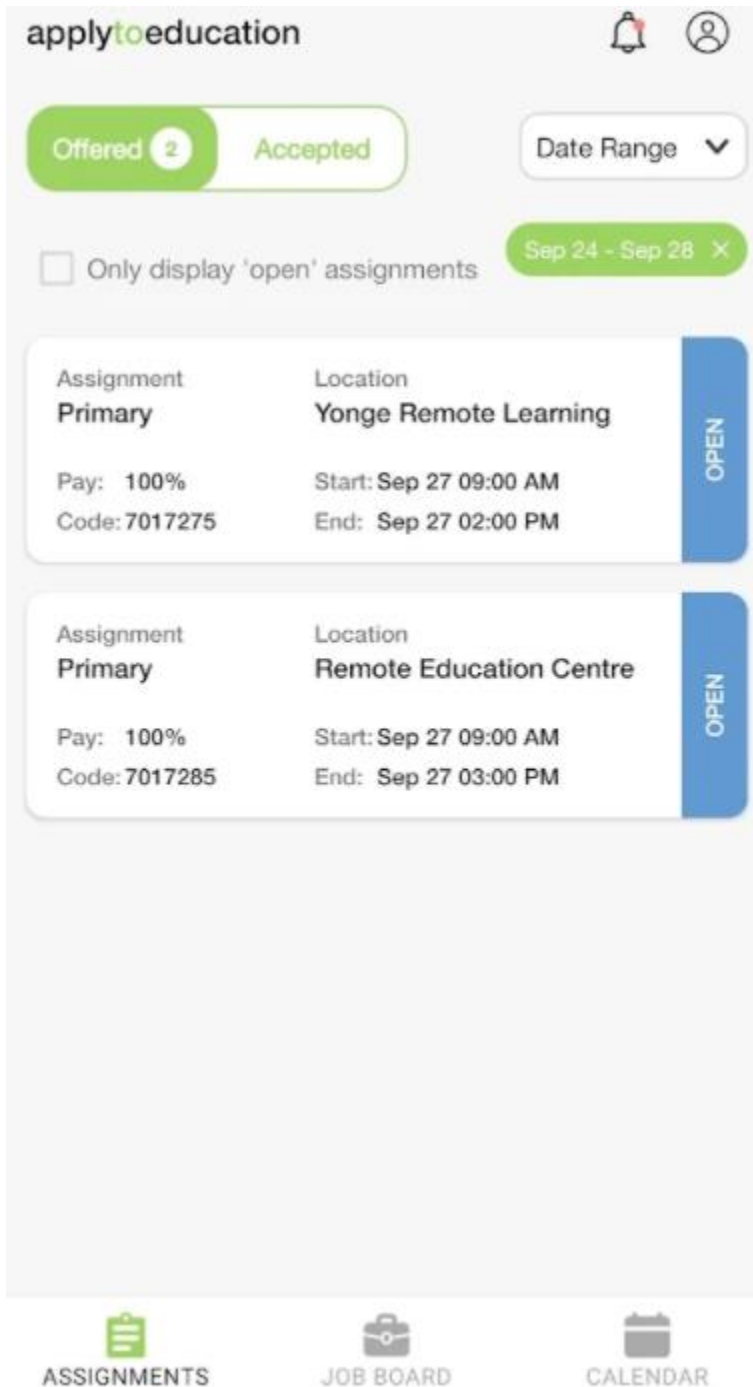
Once the app is installed on your mobile device login using your employee credentials for where you are an Occasional/Casual employee.

applytoeducation

LOGIN

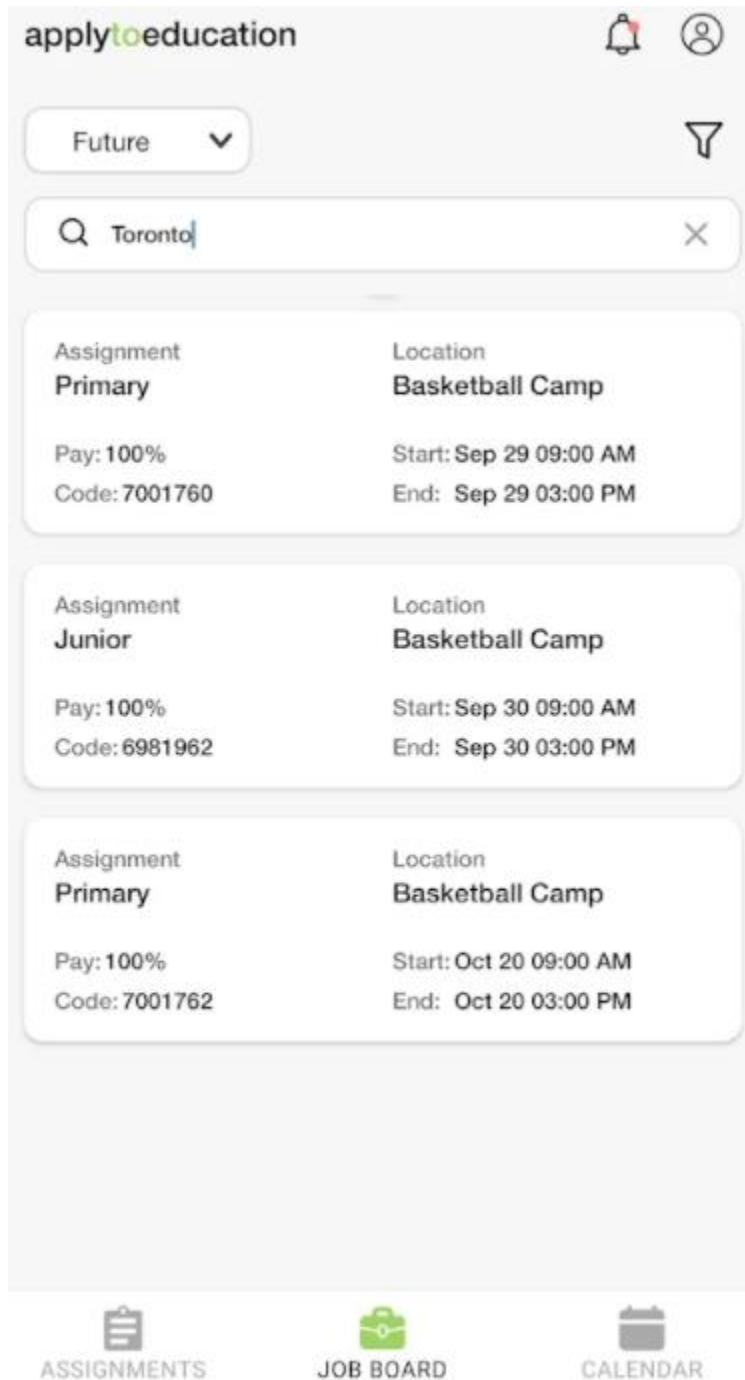
View/Accept Assignments in the App

1. You can accept or decline your assignment offer directly from the push notification on your mobile device. Or,
2. Within the app go to the '**ASSIGNMENTS**' tab and select between '**OFFERED**' and '**ACCEPTED**'. Click on '**OPEN**' to view the details.



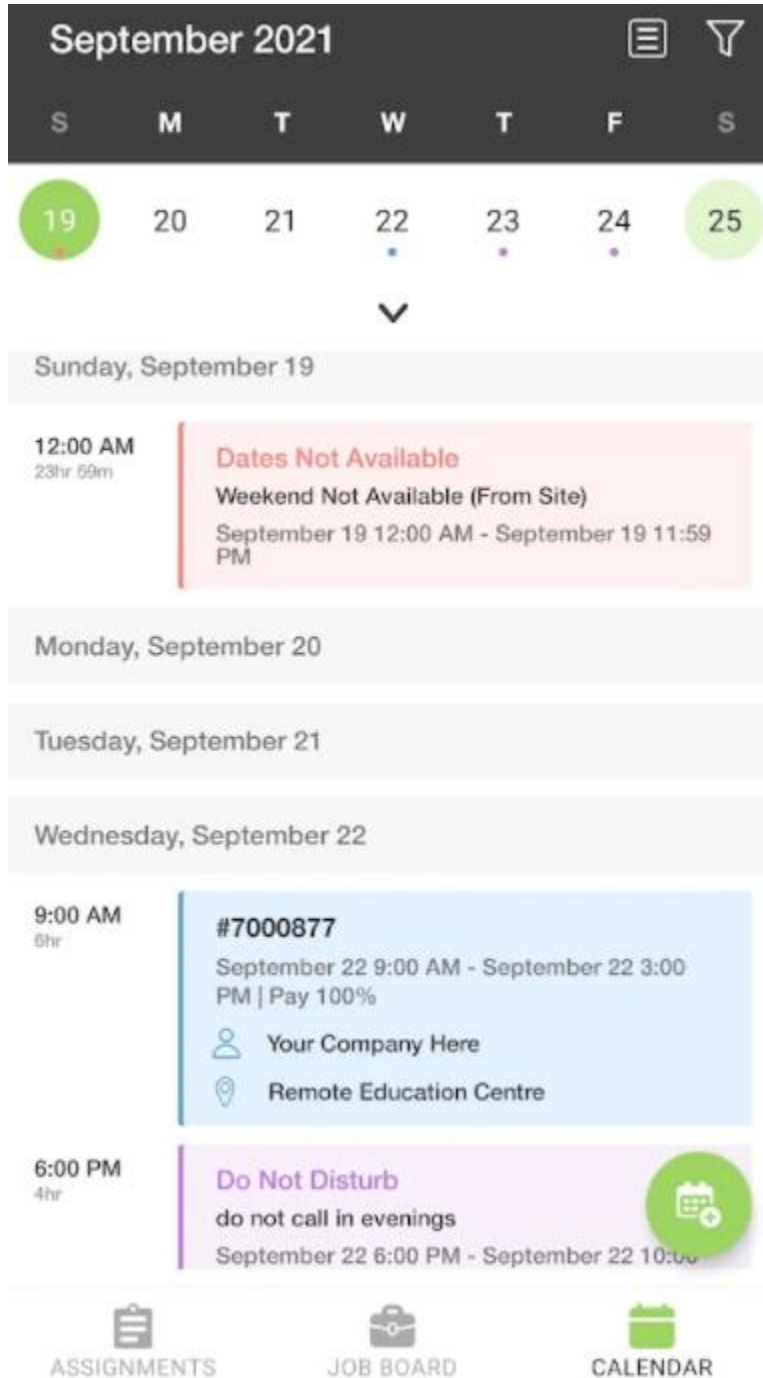
Reviewing the Job Board in the App

1. Within the app go to the 'JOB BOARD' tab and click on an assignment to view the details.



Adding Unavailable Dates in the App

1. Within the app go to the 'CALENDAR' tab and click on the calendar icon to create an event for an unavailable date or to enter a "do not disturb" date and time.



6 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, employee ID and the pound (#) key. Assignments you were offered that are still available will be listed.
Receive a Text	Sign into ApplyToEducation, select Assignments Offered from your EasyConnect section, click on the assignment you are interested 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 select Assignments Offered from your EasyConnect section, click on the assignment you are interested in and click 'Accept'. If your employer uses a Job Board you can view assignments by clicking on the Job Board .
Receive a push notification through the App	From your mobile device, click on the notification received or the ' ASSIGNMENTS ' tab to view your list of offered assignments and either click ' Accept ' or ' Decline '.