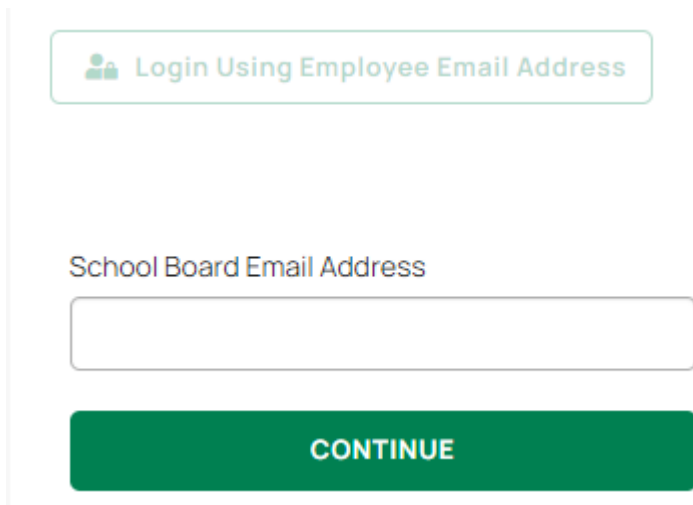


Welcome to EasyConnect's automated dispatch system for offering and filling daily assignments. The following manual will assist you with getting set-up and answer questions you may have.

### Log Into Your Account on ApplyToEducation

Visit <https://sd79-makeafuture.simplification.com/> and click the 'Login using employee email address' button and enter your School District email address to login.



### Manage Your Occasional Preferences & Availability

1. In the **EasyConnect** section, select '**Occasional Preferences**' and click '**Edit Preferences**'.
2. Update your 'Contact Preferences' for receiving assignment offers. You will have the choice of mobile app, phone, or text message. You will always receive an email.
3. Select Assignments you want to be contacted for (**Noon Hour Supervisor**) and Schools you are willing to work at and click **SAVE**. **It is expected that Casual NHSs work at all sites within a 15 minute radius of their home. Please select these sites along with any others that you are willing to travel to.**
4. Avoid receiving Assignment Offers for days you are not available by selecting '**My Calendar**', from the **EasyConnect** section, selecting '**Dates Not Available**' and entering dates you cannot work.

To edit or delete an event, click on the entry and select either **Edit** or **Delete**.

Do Not Disturb is used to silence the app notifications, calls, and text messages for the time frame you select. However, you will still receive offers via email.

- a. Click the **Do Not Disturb** button.

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         | 1         | 2        | 3      | 4        |
| 5      | 6      | 7       | 8         | 9        | 10     | 11       |
| 12     | 13     | 14      | 15        | 16       | 17     | 18       |
| 19     | 20     | 21      | 22        | 23       | 24     | 25       |
| 26     | 27     | 28      | 29        | 30       | 31     |          |
|        |        |         |           |          |        |          |

- b. Select the Dates and Times you would like to silence the app notifications, calls, and text messages

*Option to Click Add Days to create a time frame.*

### Do Not Disturb

Turn off Phone, Text Messages and Mobile App notifications. Assignments are offered only via email.

| DATE  | TIME  | DESCRIPTION   |
|---|---|---|
| <input type="button" value="Select Date"/><br><input type="button" value="Add Days"/> | <input type="text"/><br>To <input type="text"/><br><input type="checkbox"/> All day | <input type="text"/><br>Apply Do Not Disturb to the following School District:<br><input checked="" type="checkbox"/> School District #79 (Cowichan Valley) |
|   |   | <input type="button" value="Save"/> <input type="button" value="Cancel"/>   |

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

### 6 Ways to Listen/View/Accept Assignments

|  |   |
|--|---|
| <b>Download the App</b>                          | Download the ApplyToEducation app from the app store. Login using your employee email address or username. Push notifications will be sent directly to your device when an assignment has been offered to you.  |
| <b>Receive a call from EasyConnect</b>           | 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.  |
| <b>Call EasyConnect at 1-855-279-3279</b>        | Enter your school district code (79), employee ID and the pound (#) key. Assignments you were offered that are still available will be listed.  |
| <b>Receive a Text</b>                            | <p>After you receive an offer via text, sign into ApplyToEducation, select <b>EasyConnect – Offers</b> from your <b>Occasional Employees</b> section, click on the assignment you are interested in and click 'Accept.'</p> <p>Or Call EasyConnect and accept or decline the Assignment over the phone.</p>                       |
| <b>Receive an Email</b>                          | Click on the link at the bottom of the email to sign into your ApplyToEducation account and accept or decline the Assignment.   |
| <b>Login from your phone, tablet or computer</b> | <p>Log into your account and select <b>EasyConnect – Offers</b> from your <b>EasyConnect</b> section, click on the assignment you are interested in and click 'Accept.'</p> <p>If your employer uses a Job Board you can view available assignments by clicking on the <b>Job Board</b>, from the <b>EasyConnect</b> section.</p> |

### How to Know You Accepted an Assignment

There are 4 notifications to confirm you accepted an assignment:

1. While using the app, a pop up will appear confirming the assignment was accepted and a confirmation number will be generated.
2. Over the phone, a confirmation number is generated with the acceptance of an assignment.
3. All accepted assignments are posted in the **'My Calendar'** and **'Assignments Accepted'** pages of the **EasyConnect** section.
4. A confirmation email is sent for all accepted assignments.

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

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

1. Use the app to view and accept an assignment that was offered to you if it is still available.
2. Log into ApplyToEducation and under the **EasyConnect** section, select '**Assignments Offered**' and click **ACCEPT** if it is still available.
3. Call EasyConnect at 1-855-279-3279 and enter your School District's Access Code and your Employee ID Number to access the opening. Only the assignments you were offered that are still available will be listed.

### How to Cancel an Accepted Assignment

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

**Note:** If you do not see the ability to cancel the assignment you should contact Easy Connect or the CUPE dispatcher ASAP.

2. 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.

You will be blocked to accept dispatches for the date you cancelled as the system will have noted you are unavailable.

### Occasional Posting Details

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|  |   |
|--|---|
| <b>Job Code:</b> 4147297<br><b>EdTalent Job Fair Assignment:</b> Primary | <b>Status:</b> Accepted<br><b>Confirmation #:</b> 1075258 |
|--|---|

|   |   |   |
|---|---|---|
| <b>Pay:</b> 100%<br><b>Sent to HR:</b> No<br><b>Approved to Export:</b> Approved<br><b>Job Type:</b> Occasional<br><b>Filling In For:</b> Dave Benk | <b>Location</b><br>Assumption School<br>111 Fenn St.<br><a href="https://goo.gl/maps/frUrbw2g1oR2">https://goo.gl/maps/frUrbw2g1oR2</a><br>(41) 611-1111<br><br><b>Bell Hours</b><br>8:35AM to 3:35PM | <b>Date(s)/Time(s) of absence</b><br>Monday Aug 27, 2018 (8:30 AM to 3:30 PM) |
|---|---|---|

**Job Description & Requirements**

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**Cancel Accepted Assignment**

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

CONFIRM CANCELLATION