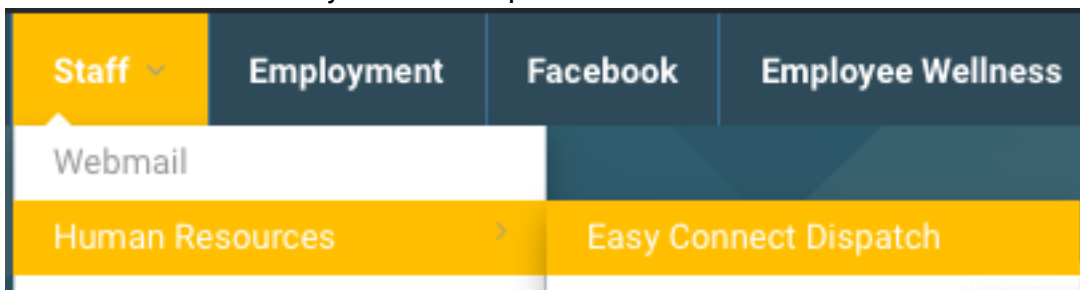


## Procedures for creating an absence in Easy Connect

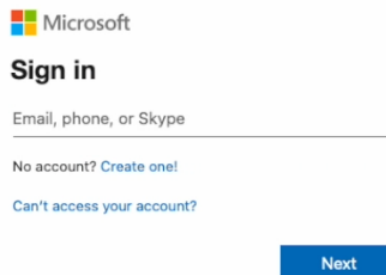
**Note: A Common error** for clerical is to try to make your booking from the same web browser where you are logged in as your position email eg [abcheadsecretary@abc.cd.ca](mailto:abcheadsecretary@abc.cd.ca), while at your work computer. The system will ignore your personal email address when you do this and log you in under the clerical position email so you will not be able to make a booking.

To avoid this, use a different web browser and login with your personal email account using the *School Board Email Address field*.

1. Navigate to the school district website <https://www.sd79.bc.ca> and go to Staff > Human Resources > Easy Connect Dispatch



2. Enter your school district email address in the field in the lower left of the screen in the field titled *School Board Email Address*
3. Authenticate to Office 365 when prompted – note that if you are already logged in to Office 365 you will be directly passed through to Easy Connect without further



authentication required.



## COWICHAN VALLEY

School District

4. Select the Easy Connect menu > Create Absence

EasyConnect

Create Absence

My Absences

On-Call List

Year-To-Date Entitlements

5. Confirm your Employee Group and Replacement "Yes" are set correctly
6. Choose your date of absence in the calendar and set your shift start and end time
7. Select your assignment from the drop down
8. Set your reason code
9. Click OK
10. Review the red text for accuracy

DATE	TIME		
<input type="checkbox"/> 2023-09-08	09:00 AM to 12:00 PM	<b>Absent:</b> Nick SS Test EIN: 3745 Job: Sec- Human Resources FTE: 35  <b>Assignment:</b> EA Personal Care <b>Reason:</b> 1100 - Illness/Medical Appointment YTD  <b>Additional Info:</b> <b>Release Code:</b>	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> 2023-09-08	09:00 AM to 12:00 PM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b>	<a href="#">Edit</a> <a href="#">Delete</a>

Pages: 1 of 1 1

Deactivate Selection

Add Absent Time

Save

Cancel

11. Save for final submission