

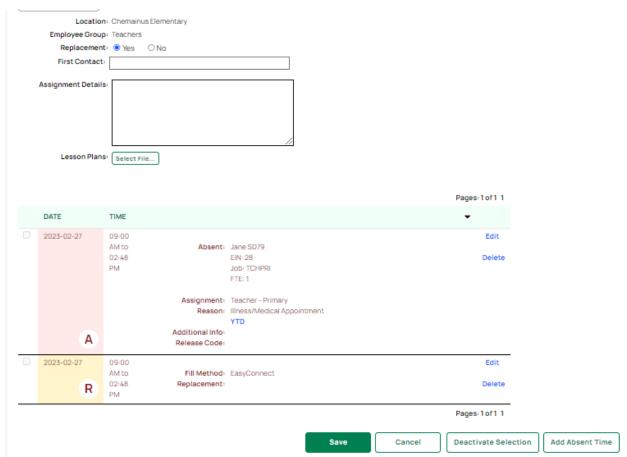
Logging into your Account

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

Creating Absences Online

- In the EasyConnect section, click 'Create Absence'. Select if a Replacement is required (Yes/No).
- 2. Enter the **Absence Date** and **Time**. To enter a multiday absence for the same reason, start and end times, select **Add Days**.
- Select the Assignment and Reason for absence from the drop down and enter Additional Info or a Release Code.
- 4. Click **OK** and a replacement record will be created that can be edited.

If entering multiple reasons, times or subjects click Add Absent Time.



5. When you are done, click Save to complete the absence. The absence will be listed on your 'My Absences' tab and you will receive a confirmation email that your absence has been successfully created.



Applicant Tracking, Dispatch, PD & Interview Scheduling

Creating Absences over the Phone

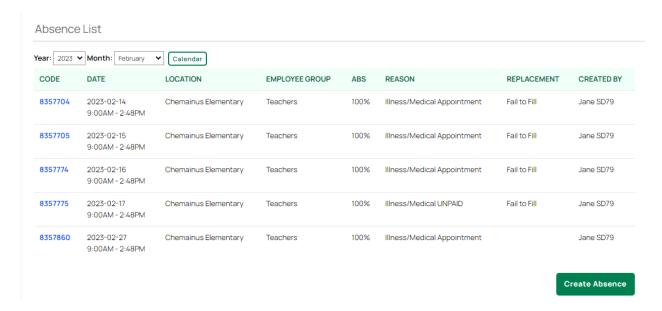
- 1. Call 1-855-279-3279 and enter your School Board's Access Code (79) followed by pound (#)
- 2. Enter your Employee ID (EIN) followed by pound (#) and press 1 to confirm the ID when prompted
- 3. Press 3 to create an absence and follow the prompts

Reviewing your Absences

- 1. From the EasyConnect section, select 'My Absences'
- 2. To view the details of any absence, click on the absence Code

How do you know your Absence has been filled?

- Under the EasyConnect section, select 'My Absences'.
- 2. Under the Filled By column you will see the name of the Replacement who accepted the assignment.
- 3. A confirmation email advising who accepted your assignment will be sent to you.



Canceling your Absences

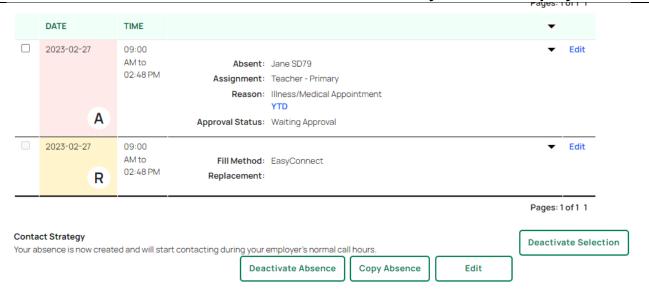
- 1. From the EasyConnect section, select 'Absence List'
- Click on the Code of the absence you wish to cancel and click Deactivate. You must provide a reason for deactivation.

Note: The ability to deactivate a filled absence is an option enabled by your board. If you do not see the ability to deactivate your absence you should 'reply all' on your confirmation email to notify your school's Administrator.



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EasyConnect Employee Manual



Additional Features Based on School District Configuration

Depending on how your EasyConnect settings have been configured for your School District, there are additional options available. Below outline the steps for the following EasyConnect customizations.

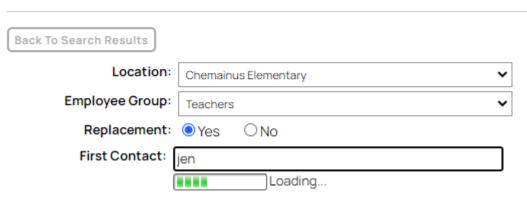
Select the First Contact for your absence

When creating your absence, if your School District allows it, you can select the first Replacement to contact.

- 1. Follow steps 1-2 from 'Creating Absences Online'.
- 2. Select your First Contact by typing the first 3 letters of the Replacement's name, then select the correct person from the drop-down list provided.

Please Note: Only available Replacements who selected your location and can replace your employee group will appear. Follow steps 2-5 from 'Creating Absences'.

Absence Details



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