

Logging into your Account

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

Creating Absences Online

1. 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**.
3. 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**.

Location: Chemainus Elementary
Employee Group: Teachers
Replacement: Yes No
First Contact:
Assignment Details:
Lesson Plans:

DATE	TIME	
<input type="checkbox"/> 2023-02-27	09:00 AM to 02:48 PM	Absent: Jane SD79 EIN: 28 Job: TCHPRI FTE: 1 Assignment: Teacher - Primary Reason: Illness/Medical Appointment YTD Additional Info: Release Code:
<input type="checkbox"/> 2023-02-27	09:00 AM to 02:48 PM	Fill Method: EasyConnect Replacement:

Pages: 1 of 1

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.

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?

1. 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.

Absence List

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

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
8357704	2023-02-14 9:00AM - 2:48PM	Chemainus Elementary	Teachers	100%	Illness/Medical Appointment	Fail to Fill	Jane SD79
8357705	2023-02-15 9:00AM - 2:48PM	Chemainus Elementary	Teachers	100%	Illness/Medical Appointment	Fail to Fill	Jane SD79
8357774	2023-02-16 9:00AM - 2:48PM	Chemainus Elementary	Teachers	100%	Illness/Medical Appointment	Fail to Fill	Jane SD79
8357775	2023-02-17 9:00AM - 2:48PM	Chemainus Elementary	Teachers	100%	Illness/Medical UNPAID	Fail to Fill	Jane SD79
8357860	2023-02-27 9:00AM - 2:48PM	Chemainus Elementary	Teachers	100%	Illness/Medical Appointment		Jane SD79

[Create Absence](#)

Canceling your Absences

1. From the **EasyConnect** section, select **'Absence List'**
2. 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.

	DATE	TIME	
<input type="checkbox"/>	2023-02-27	09:00 AM to 02:48 PM	<div style="text-align: right;">▼ Edit</div> <p>A</p> <p>Absent: Jane SD79 Assignment: Teacher - Primary Reason: Illness/Medical Appointment YTD Approval Status: Waiting Approval</p>
<input type="checkbox"/>	2023-02-27	09:00 AM to 02:48 PM	<div style="text-align: right;">▼ Edit</div> <p>R</p> <p>Fill Method: EasyConnect Replacement:</p>

Contact Strategy

Your absence is now created and will start contacting during your employer's normal call hours.

Deactivate Selection

Deactivate Absence

Copy Absence

Edit

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

Back To Search Results

Location: Chemainus Elementary ▼

Employee Group: Teachers ▼

Replacement: Yes No

First Contact: jen

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