

Welcome to EasyConnect, ApplyToEducation's automated dispatch system for offering and filling daily assignments. The following manual will assist you with navigating EasyConnect as an internal employee.

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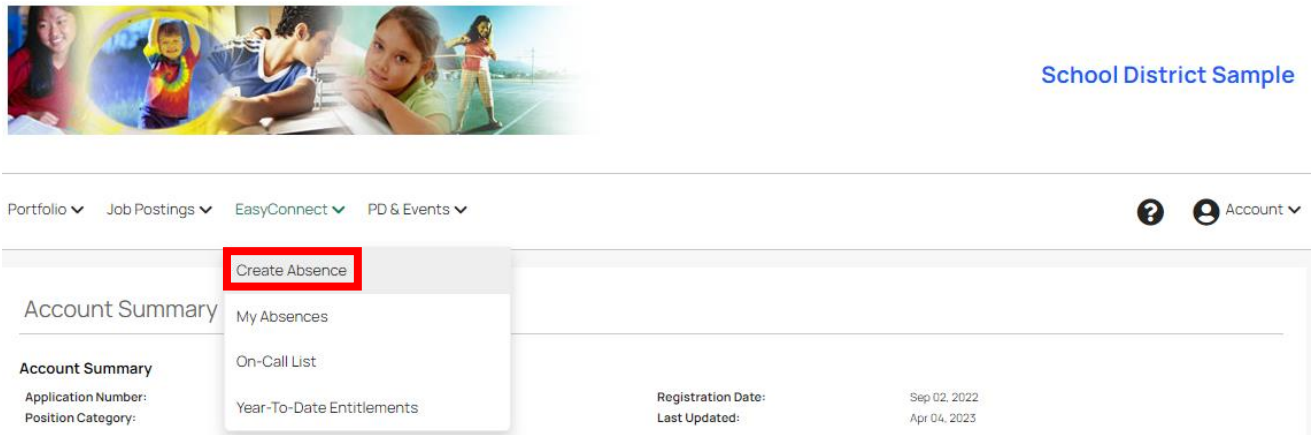
Login Page

Here is your school board's login page for ApplyToEducation: <https://hpsd.simplification.com/>

To sign in, click the 'Sign in with Employee Email' button and enter your School Board email address to login.

Creating Absences Online

1. In the 'EasyConnect' menu, click 'Create Absence'.



2. Fill out the top section of the 'Absence Details' page with any relevant information.

The **Location** and **Employee Group** fields will be automatically filled in. If you are employed in multiple locations and/or employee groups, you may need to select the proper option from the relevant dropdown.

By default, the system sets that a **Replacement** is required. If necessary, change this field to '**No**'.

If there are any details or instructions you wish to relay to your replacement, you can enter notes in the field **Assignment Details**. You can also choose to upload a lesson plan for your replacement.

Beneath, you can select certain **Flags**, if applicable. Some flags may be pre-selected by your school board.

Absence Details

[Back to search results](#)

Location:

Employee Group:

Replacement: ☒ Yes ☐ No

First Contact:

Assignment Details:

Lesson Plans:

Flags: ☐ Kindergarten ☒ Scent Free School ☒ Nut Free School ☐ Fish Free School ☐ Field Trip
☐ Period 1

3. Add the **Date** of the absence, by clicking the box and selecting a date from the calendar. If necessary, click '**Add days**' to create a multi-day absence.

DATE	TIME	
 Select Date Add days A	Default 09:00 AM to 03:30 PM	Absent: Dave Benk Assignment: Reason: YTD Additional Info: Release Code: OK Cancel

4. Select the **Time** of the absence. You may have a '**Default**' time selected for you initially.

DATE	TIME	
Select Date Add days A	Default 09:00 AM to 03:30 PM	Absent: Dave Benk Assignment: Reason: YTD Additional Info: Release Code: OK Cancel

- Select the **Assignment** and **Reason** for absence using the dropdown menus. If necessary, enter **Additional Info** and/or a **Release Code**.

DATE	TIME	
Select Date Add days A	Customize 09:00 AM to 03:30 PM	Absent: Dave Benk Assignment: Reason: YTD Additional Info: Release Code: OK Cancel

- Click **'OK'**.

DATE	TIME	
Select Date Add days A	Customize 09:00 AM to 03:30 PM	Absent: Dave Benk Assignment: Reason: YTD Additional Info: Release Code: OK Cancel

- Review the absence information. If a replacement is required, a replacement record will be created.

DATE	TIME		
2023-09-05	09:00 AM to 03:15 PM	Absent: Dave Benk EIN: 8642 Job: Teacher FTE: 1 Assignment: Kindergarten Reason: 01 - Illness YTD Additional Info: Release Code:	Edit Delete
2023-09-05 Add days R	Customize 09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	OK Cancel

By default, the replacement record will be for the same dates and times as the absence. This can be edited as required (e.g. if you have a full-day absence, but only need a replacement for half of the day).

The default **Fill Method** is usually set to '**EasyConnect**'. There may or may not be other fill method options available to you, depending on school board settings. See [Manual Fill: Pre-Arranging A Replacement for your Absence](#) for an example of another fill method.

8. Click '**OK**' on the replacement record (if you have one).

2023-09-05 Add days R	Customize 09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	OK Cancel
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9. You have the option to add additional absence times. Each new absence time can differ from the others in terms of the **Date(s)**, **Time(s)**, **Assignment**, and **Reason**. To do so, click '**Add Absent Time**', and then follow steps 3 to 8, above.

DATE	TIME		
2023-09-05	09:00 AM to 03:15 PM	Absent: Dave Benk EIN: 8642 Job: Teacher FTE: 1 Assignment: Kindergarten Reason: 01 - Illness YTD Additional Info: Release Code:	Edit Delete
2023-09-05	09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	Edit Delete

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Add Absent Time

Save

Cancel

10. Review the information you have entered, then click '**Save**'.

Flags: ☐ Kindergarten ☒ Scent Free School ☒ Nut Free School ☐ Fish Free School ☐ Field Trip
☐ Period 1

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DATE	TIME		
2023-09-05	09:00 AM to 03:15 PM	Absent: Dave Benk EIN: 8642 Job: Teacher FTE: 1 Assignment: Kindergarten Reason: 01 - Illness YTD Additional Info: Release Code:	Edit Delete
2023-09-05	09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	Edit Delete

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Add Absent Time

Save

Cancel

You will receive a pop-up notification that your absence was created successfully, as well as a confirmation email. The site will automatically redirect you to the 'Absence Details' page for the absence.

Creating an Absence with More than one Entry

You can create absences with different Assignments, Job Codes, Dates, Reasons, Additional Info or Release Codes. Creating a single absence with more than one absence entry ensures that your assignment can be filled by one casual.

1. In the **EasyConnect** section, click '**Create Absence**'. Select if a **Replacement** is required (Yes/No).
2. Enter the **Absence Date** and **Time** for the first part of your absence, then click Add Absent Time to add an additional absence entry: rele

DATE	TIME	
☐ 2024-01-15	08:30 AM to 12:00 PM	Absent: Test Employee EIN: 11223344 Job: Accounting Clerk 1 FTE: 1 Assignment: Accounting Clerk 1 - District Reason: 1100 - Sick YTD Additional Info: Release Code:
☐ 2024-01-15	08:30 AM to 12:00 PM	Fill Method: EasyConnect Replacement:

Pages: 1 of 1

Deactivate Selection Add Absent Time Save Cancel

3. Enter the **Absence Date** and **Time** for the next part of your absence and click OK:

☐ 2024/01/15 12:00 pM to 02:20 PM

Add days A

Absent: Test Employee
Job Code: ZRECBC - Receptionist Booking Clerk
Assignment: Receptionist Booking Clerk - J15
Reason: 1130 - Vacation
YTD
Additional Info:
Release Code:

OK Cancel

4. Click SAVE once you have entered all of your absence information

Note: When using our

Creating Absences over the Phone

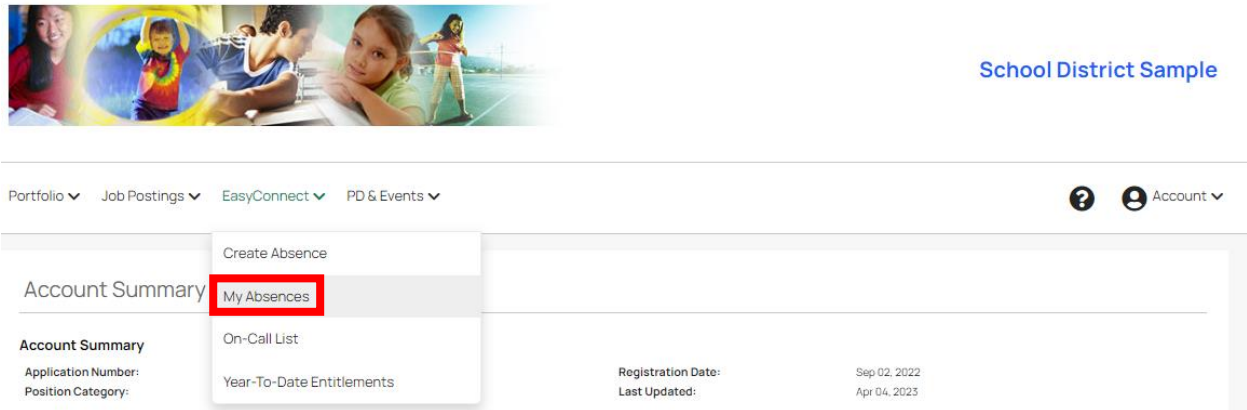
1. Call **1-855-279-3279** and enter your School Board's **Access Code** [38] followed by pound key (#).

2. Enter your **Employee ID Number (EIN)** followed by pound key (#).
3. The system will read out your name. Press 1 to confirm your ID when prompted.
4. Press 3 to create an absence, following the prompts given by the Interactive Voice Response (IVR).

You will receive a confirmation email containing absence information, once you have created the absence.

Reviewing your Absences

1. In the 'EasyConnect' menu, click 'My Absences'.



2. Click on absence's **Code**.

Absence List

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

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness		Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

[Create Absence](#)

This will bring you to that absence's 'Absence Details' page, allowing you to review the information relating to the absence.

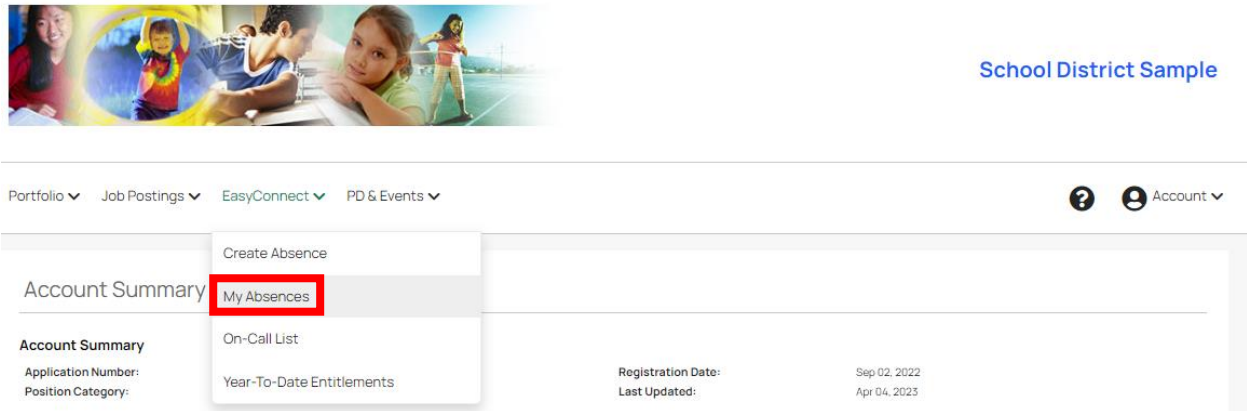
[Editing An Absence](#), [Copying An Absence](#), and [Deactivating an Absence](#) can all be done from this page.

Note: Absences which have been deactivated will still appear on the 'My Absences' page, but they will be greyed out.

How do you know your Absence has been filled?

When a replacement is filled in for your absence, you are sent a notification email with this information. You can also view this information on the 'My Absences' page.

1. In the 'EasyConnect' menu, click 'My Absences'.



2. The **Replacement** column will list anyone who has been filled in for any of your absences.

Absence List

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

CODE	DATE	LOCATION	EMPLOYEE GROUP	ABS	REASON	REPLACEMENT	CREATED BY
10042218	2023-09-05 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	01-Illness	Mark Laurie	Dave Benk
10011124	2023-09-05 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10017346	2023-09-08 9:00AM - 3:30PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk
10034934	2023-09-22 9:00AM - 3:15PM	Arbour Lake School	Teacher	100%	PD-PD Workshop		Dave Benk

[Create Absence](#)

Editing An Absence

1. Follow steps 1 and 2 of [Reviewing your Absences](#) to get to the absence's 'Absence Details' page.

- Click the **'Edit'** button on the bottom right of the page.

DATE	TIME		
2023-09-22	09:00 AM to 03:15 PM	Absent: Dave Benk Assignment: Grade 1 Reason: PD - PD Workshop YTD Approval Status: Waiting Approval	▼ Edit
2023-09-22	09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	▼ Edit

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- Make the necessary edits, then click **'Save'** at the bottom of the page to update your changes.

It is not always possible to edit your absences yourself. The circumstances under which you can or cannot make edits will vary according to school board settings. For example, you may not be able to edit the absence once a replacement has accepted it, or if it's too close to the absence start time.

*If the **'Edit'** button is greyed out, you cannot edit the absence yourself. Please reach out to the relevant school board administrator(s) for assistance.*

Copying An Absence

It can be helpful to copy an existing absence, to use as a template for a new absence you are creating. This will save time when creating several similar absences.

- Follow steps 1 and 2 of [Reviewing your Absences](#) to get to an 'Absence Details' page.
- Click the **'Copy Absence'** button on the bottom right of the page.

A	Approval Status: Waiting Approval		
2023-09-22	09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	▼ Edit

Pages: 1 of 1 1

- You will be brought to an absence creation page (as seen in [Creating Absences Online](#)) with its fields pre-filled with the information from the existing absence.

4. Make any necessary edits, then **'Save'** this new absence.

Deactivating an Absence

1. Follow steps 1 and 2 of [Reviewing your Absences](#) to get to the absence's 'Absence Details' page.
2. Click the **'Deactivate Absence'** button on the bottom right of the page.

DATE	TIME		
2023-09-22	09:00 AM to 03:15 PM	Absent: Dave Benk Assignment: Grade 1 Reason: PD - PD Workshop YTD Approval Status: Waiting Approval	▼ Edit
2023-09-22	09:00 AM to 03:15 PM	Fill Method: EasyConnect Replacement:	▼ Edit

Pages: 1 of 1

Add Absent Time

Deactivate Absence

Copy Absence

Edit

A pop-up window will appear. It will inform you that the action is irreversible, as well as any other relevant information (such as if the absence is linked to a PD Event).

3. Provide the reason for deactivation in the relevant box, then click **'OK'**.

The absence will then be deactivated. The absence will still be listed on your 'Absence Details' page, but it will now be greyed out. A confirmation email will be sent to you, any relevant school board administrator(s), and the replacement employee (if applicable).

Deactivate Entry - Work - Microsoft Edge

https://sample.simplication.com/Applicant/AttAb...

Deactivation
 * This action is irreversible

 This absence is linked to a PD Event. Deactivating the absence will unregister you from the PD event.

 Please provide the reason for deactivation:

OK

It is not always possible to deactivate an absence yourself. The circumstances under which you can or cannot deactivate will vary

according to school board settings. For example, you may not be able to deactivate an absence once a replacement has accepted it, or if it's too close to the absence start time.

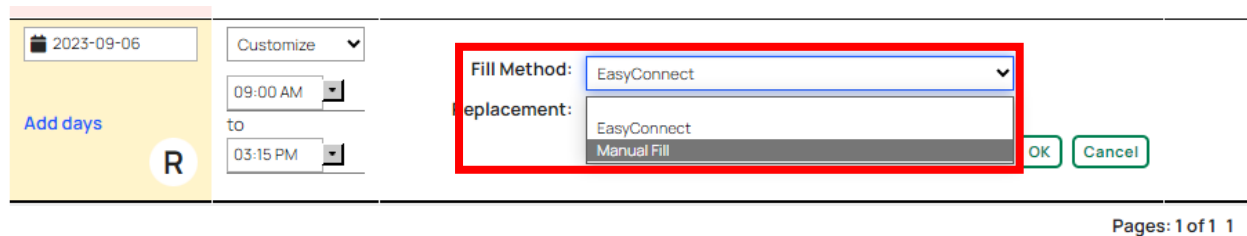
If the **'Deactivate Absence'** button is greyed out, you cannot deactivate the absence yourself. In this case, locate the confirmation email from EasyConnect in your inbox, and click **'Reply All'**. Explain what you need cancelled, and why, and send the email. This will send your reply to relevant school board administrators.

Manual Fill: Pre-Arranging A Replacement for your Absence

Manual Fill is an option available to some school boards, where an internal employee can confirm a replacement for an absence while the absence is being created.

This should only be done if the internal employee has spoken to the replacement, and both have agreed that the replacement will fill in for this absence.

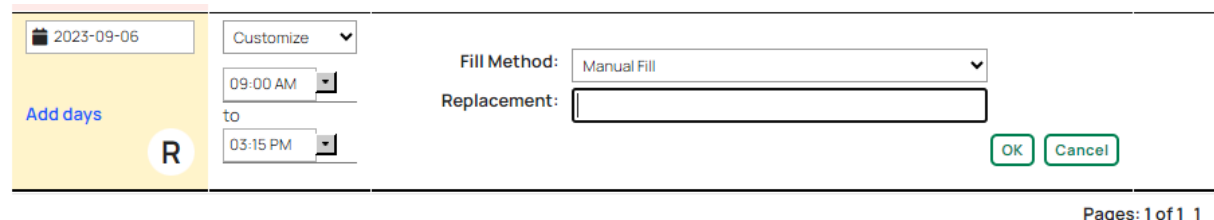
1. Follow steps **1 to 7** of [Creating Absences Online](#).
2. Select **'Manual Fill'** as the **Fill Method**.



The screenshot shows the 'Add days' section on the left with a date of 2023-09-06 and a time range from 09:00 AM to 03:15 PM. The 'Fill Method' dropdown is set to 'EasyConnect'. The 'Replacement' dropdown is open, showing 'EasyConnect' and 'Manual Fill' as options. A red box highlights the 'Manual Fill' option. The 'OK' and 'Cancel' buttons are visible on the right.

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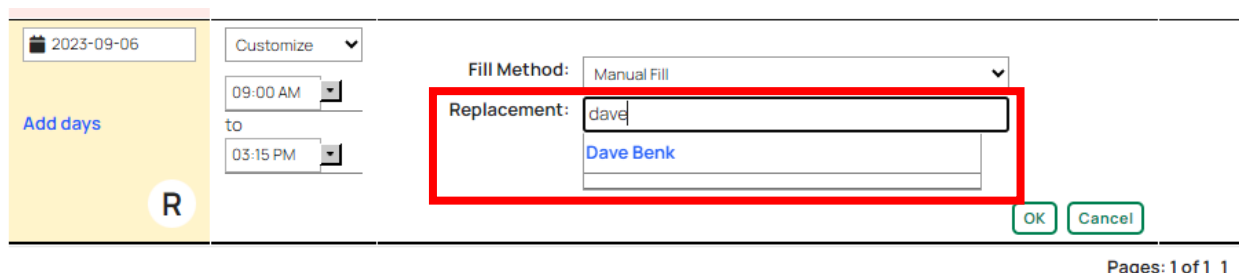
3. The **Replacement** section will now have a search field.



The screenshot shows the 'Add days' section on the left with a date of 2023-09-06 and a time range from 09:00 AM to 03:15 PM. The 'Fill Method' dropdown is set to 'Manual Fill'. The 'Replacement' search field is empty. A red box highlights the search field. The 'OK' and 'Cancel' buttons are visible on the right.

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4. Begin typing the name of the replacement. You must type at least 3 letters. The system will search through the list of replacement employees which match that name, listing them as a dropdown menu.



The screenshot shows the 'Add days' section on the left with a date of 2023-09-06 and a time range from 09:00 AM to 03:15 PM. The 'Fill Method' dropdown is set to 'Manual Fill'. The 'Replacement' search field contains the text 'dave'. A dropdown menu shows 'Dave Benk' as a suggestion. A red box highlights the search field and the dropdown menu. The 'OK' and 'Cancel' buttons are visible on the right.

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- Click on the name of the relevant replacement. The page will reload, with the system filling in the search bar with their full name.

The screenshot shows a web interface for scheduling. On the left, there's a date selector for 2023-09-06 and a 'Customize' dropdown. Below that, a time range is set from 09:00 AM to 03:15 PM. A yellow box with 'Add days' and a red 'R' icon is also visible. In the center, the 'Fill Method' is set to 'Manual Fill'. Below that, the 'Replacement' list shows 'Dave Benk'. At the bottom right, there are 'OK' and 'Cancel' buttons.

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- Continue with steps 8 to 10 of [Creating Absences Online](#).

As soon as the absence has been created, the replacement will receive a confirmation email that they have accepted the assignment. You will receive a confirmation email that your absence has been successfully created and filled.

The replacement will be immediately listed with the absence on the 'Absence List' and 'Absence Details' pages.

Note: This option is only available to certain school districts, based on the settings they put in place in our system.

Additional Features Based on School District Configuration

Your school district may not use all the features listed in this manual, or it may have additional options available. Please contact your district for more specific information on how their EasyConnect settings are configured.

Managing your Preferred List

You can select your own preferred replacements by following the below steps:

- Click EasyConnect --> Manage Preferred List
- Input the name of your preferred replacement in the free text field, then select the replacement's name once it populates. Once the name has been selected, click the green Add button:

Preferred List

The screenshot shows a form titled 'Preferred List'. It has two main sections. The first section is 'Employee Group/Location:' with a dropdown menu showing 'Teacher, Fulford Community School'. The second section is 'Preferred Replacement:' with a text input field that is currently empty and highlighted with a red border.

Add

- You will see the name of your preferred replacement(s) listed below once successfully added. You can reorder your list by using the Up and Down arrows to the right of the replacement's name. You can remove the replacement from your preferred list by clicking the garbage can icon to the right of their name: