

EasyConnect – Replacement Employee Manual

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

Visit your school district specific sign in page and click the **Sign in using employee email** option.

URL: <https://hpsd.simplification.com/>

Manage Your Occasional Preferences & Availability

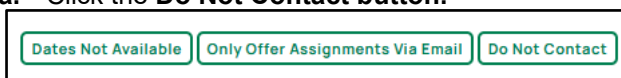
1. In the **EasyConnect** section, select **My Preferences**.
2. Update your 'Contact Preferences' for receiving assignment offers. You will have the choice of mobile app, text message, or phone call. You will always receive an email.
3. Select Assignments you want to be contacted for and Schools you are willing to work at and click **SAVE**.
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**.

If you're in an LTO Assignment you must also enter the dates into the calendar as they are not automatically inputted. Any Changes you make will be "live" immediately.

'Do Not Contact' 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.

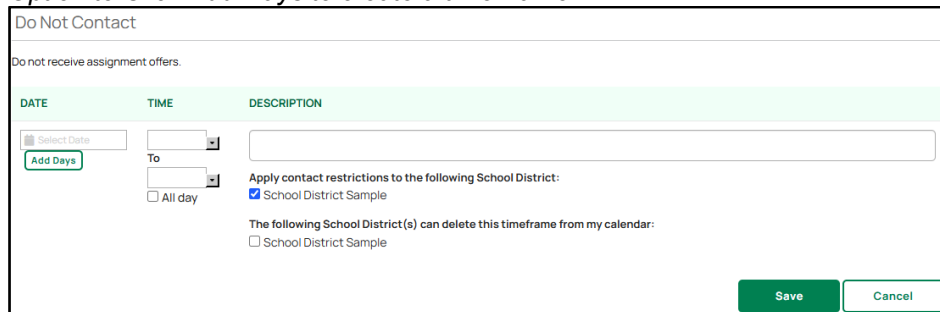
- a. Click the **Do Not Contact** button.



A horizontal row of three buttons: 'Dates Not Available', 'Only Offer Assignments Via Email', and 'Do Not Contact'. The 'Do Not Contact' button is highlighted with a green border.

- 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.



The 'Do Not Contact' form is titled 'Do Not Contact' and includes the instruction 'Do not receive assignment offers.' It features a table with columns for DATE, TIME, and DESCRIPTION. The DATE column has a 'Select Date' dropdown and an 'Add Days' button. The TIME column has a 'To' dropdown and an 'All day' checkbox. The DESCRIPTION column has a text input field. Below the table, there is a section for 'Apply contact restrictions to the following School District:' with a checked checkbox for 'School District Sample'. Below that, there is a section for 'The following School District(s) can delete this timeframe from my calendar:' with an unchecked checkbox for 'School District Sample'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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- c. Click **Save**. You can **Edit** or **Delete** the date and times you have entered for the DNC at any time.
5. To only receive assignment offers via email, select **Only Offer Assignments Via Email** in the **My Calendar** page.
 - a. Select the Dates and Times when you only want to be offered assignments by email
Option to 'Add Days' creates a time frame.
 - b. Click **Save**. You can **Edit** or **Delete** the date and times you have entered for 'Only Email' at any time.

5 Ways to Listen/View/Accept Assignments

Download the App	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.
Receive a call from EasyConnect	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.
Call EasyConnect at 1-855-279-3279	Enter your school district code [38] , EasyConnect ID # and the pound (#) key. Assignments you were offered that are still available will be listed.
Receive an Email	Click on the link at the bottom of the email to sign into your ApplyToEducation account and accept or decline the Assignment.
Login from your phone, tablet or computer	Log into your account and select Assignments Offered in the EasyConnect section, click on the assignment you are interested in and click 'Accept.' If your employer uses a Job Board you can view available assignments by clicking on the Job Board , from the EasyConnect section.

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.

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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 EasyConnect ID Number to access the opening. Only the assignments you were offered that are still available will be listed.

Pop-Up Blockers

If you click on a button (like 'Calendar' at the top of an Absence List) and the screen flashes without displaying what you want to see its likely you have pop-up blockers turned on.

The Google Chrome web browser has recently changed how they display blocked pop-ups. Now, there is a little square inside the address bar with a red X in it. If you click on it, you can select 'Always allow pop-ups'.

Additional Features Based on School District Configuration

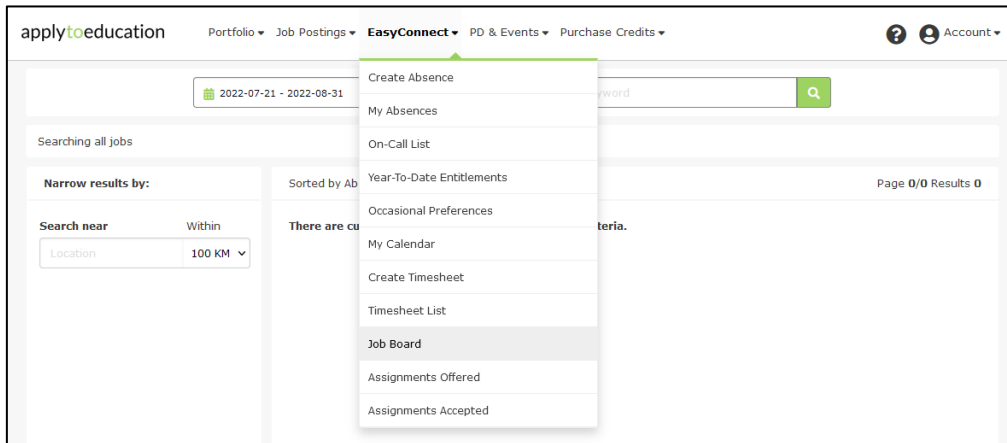
Depending on how your EasyConnect settings have been configured, there are additional options available.

Job Board (optional setting)

Your EasyConnect Job Board is a great way to find available Assignments that have not been offered to you. If the assignment appears on the **Job Board**, it is available for you to Accept. To access your job board please do the following:

1. From the **EasyConnect** section select **Job Board** to view all available assignments for your employee group.

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2. Click on the **Assignment** to view its details.
3. Click **Accept**.

Cancelling an Accepted Assignment (optional setting)

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 click 'reply all' on the confirmation, email you received when you accepted the assignment. This will notify Administrators at the school. You can also contact the location directly to inform them.

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.

Furthermore, your School District might block your access to the Job Board for absences on the day you cancel.

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Assignment Details

Back To Search Results

PreviousNext

Job Code:15859986

Employer:School District Sample

Location:Assumption
111 Fern St.

Status:Accepted

Confirmation #:10323566

Job Type:Occasional

Bell Hours:8:35AM to 3:35PM

Location information:

Links:

Apply Here

Job Description & Requirements

This posting includes/involves:

- Scent Free School
- Nut Free School

Assignment Starts:2025-06-13 08:30 AM

Assignment Ends:2025-06-13 03:00 PM

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TIME	ASSIGNMENT	FILLING IN FOR	APPROVED TO EXPORT	SENT TO HR
08:30 AM to 03:00 PM	Grade 3	No Employee Absent	Awaiting Approval	No

Pages: 1 of 1 1

Cancel Accepted Assignment

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

Confirm Cancellation

5 Minute Rule: We Value Your Time

If you spend more than 5 minutes trying to figure out a feature, visit our help and training section for tips. Additionally, give us a call toll free at 1-877-900-5627 or email info@applytoeducation.com.

We value your time and are here to ensure you get great service.