

1-877-900-5627 info@applytoeducation.com M-F: 7:30 AM – 7 PM EST

Log into your account: www.applytoeducation.com enter your username and password. If you forgot your log in details, click **Forgot Your Login?**

Update your Occasional Preferences

- Under the **Occasional Employees** tab, click **Occasional preferences** and then click **'edit preferences'**.


NEW: Select Subjects you are **WILLING** to be contacted for then click **save**.
Your OCT Qualifications will already be selected for you.

- Update your contact info then click **save**.
- Input the dates you are NOT available, Under the **Occasional Employees** tab, click **My calendar**.

Reminders

When you are calling into EasyConnect to accept or listen to your offers, call 1-(855)279-3279 and enter School Code 24 and your EIN# (your employee ID number).

EasyConnect Call Out Period



Monday – Friday	Sunday – Saturday	Job Board
5:30am until 1 Hour before the start time of the assignment.	4:30 pm – 10 pm for next day and future day assignments.	Posted the day before an assignment starts TIP: Check also at 6 am for same day assignments.

How do I select assignments I am willing to do?

Log into your account and under the **Occasional Employees** tab, click **Occasional Preferences**.



Click **edit preferences** to the right of your School Board name.

Willing to

Select the Assignments you are willing to do from the lists below. Once HR has confirmed you for an Assignment it will become greyed-out.



Elementary Subjects

- | | | |
|---|---|--|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Junior | <input type="checkbox"/> English as a Second Language |
| <input checked="" type="checkbox"/> Kindergarten French | <input checked="" type="checkbox"/> Junior French | <input type="checkbox"/> Learning Resource/Support Teacher |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Junior/Intermediate | <input type="checkbox"/> Music |

Scroll down and click **SAVE** at the bottom of the page.

NOTE: EasyConnect contacts you based on your OCT qualifications so ensure your OCT# is entered in the Qualifications Page in the Portfolio section.

If you select additional subjects you are willing to teach it may increase the number of offers you receive.

Update days you are NOT available

This is your personal calendar, where you can input dates you are not available.

NOTE: Once you book out your dates, you will not receive offers for those dates, but you will still receive calls for future assignments.



The screenshot shows a navigation bar with the following items: Portfolio, Job Postings, Occasional Employees, Administration, and Purchase Credits. Below this, there is a dropdown menu for 'Occasional Preferences' with the following options: My Calendar, View Openings, EasyConnect Postings Archive, and EasyConnect Accepted Postings. A green arrow points to the 'My Calendar' option. The background shows a partial view of the 'Account Summary' page with fields for 'Application Number: 4113987' and 'Registration Date: Jun 23, 201'.

You have two options to update your calendar:

Add an event	One time event (i.e. Dentist appointment)
Add a recurring event	Long Term Assignment

Add an event (one time occurrence)

Description:

From: : AM
yyyy/mm/dd hh mm

To: : AM
yyyy/mm/dd hh mm

- Until further notice
 All day

✓ **Description** is a mandatory field, but only visible to you (WRDSB will only see 'Not Available').

✓ Click on '**All Day**' and select a date in the calendar if you will be unavailable all day.

✓ If you select **until further notice**, the system will book you out until you deselect it again.

Click 'Save' after any updates to your calendar!



Add a recurring event (for events that occur regularly ex. Long Term Position)

Description:

Every: Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Time: All day

Start:
hh:mm AM/PM

End:
hh:mm AM/PM

Date: **Start:**
yyyy/mm/dd

End:
yyyy/mm/dd

- ✓ **Description** is a mandatory field, but only visible to you (WRDSB will only see '**Not Available**').
- ✓ Select the day(s) of the week of your recurring event. In the example displayed, this Occasional employee has a morning Term Position from 8 a.m. – 12 p.m. Monday, Wednesday and Friday. The assignment started on Sept.10th and will end on Nov.30th.
- ✓ If you were not available every Monday, you would select Monday and then click '**All Day**'.

delete/edit an event

1. Under the **Occasional Employees** tab, click '**My Calendar**'
2. Use the << or >> on the month displayed and click on **the event you wish to delete**
3. A detailed window will appear, you can then select **Delete or Edit this event**

4 ways to listen/view/accept EasyConnect assignments



By Phone (from 1-855-279-3279)

- When prompted, enter your Employee ID number followed by the pound (#) key
- Press **5** to **accept** or press **4** to **decline** the assignment
- Press **2** to repeat the assignment details



By calling EasyConnect at 1-855-279-3279

- Enter your **School district code**
- Enter your Employee ID number and press the pound (#) key
- Listen to all assignments now offered to you and press **5** to **accept** or **4** to **decline**



By Text

- After you receive a text message, log into your **Apply To Education** account or call back 1-855-279-3279
- Under the **Occasional Employees** tab, go to your **Assignments Archive** page
- Select the assignment you are interested in and click the 'accept' button



By Email

- Click on the link at the bottom of the email and log into your **Apply To Education** account or call 1-855-279-3279
- Under the **Occasional Employees** tab, go to **Assignments Archive** page and click the 'accept' button



By Smartphone

- Log on to www.applytoeducation.com
- Enter username and password and click **login**
- To view or accept an assignment, click on **Postings Archive**
- To review accepted assignments, click on **Accepted Postings**
- To update your contact settings, go to the **<Occasional Employees>** tab and click **edit preferences**

Q: How do I know I have accepted an assignment?

Log into your account and under the **Easyconnect** tab, click **EasyConnect Accepted Postings**.



The screenshot shows a user interface with a black navigation bar at the top containing the following tabs: Portfolio, Job Postings, Occasional Employees, Administration, and Purchase Credits. Below the navigation bar, there is a dropdown menu with the following options: Occasional Preferences, My Calendar, View Openings, EasyConnect Postings Archive, and EasyConnect Accepted Postings. A green arrow points to the 'EasyConnect Accepted Postings' option. To the left of the dropdown menu, the text 'Account Summary' is visible. Below the dropdown menu, the text 'Application Number: 4103987' is visible. To the right of the dropdown menu, the text 'Registration Date: Jun 23, 201' is visible.

We also offer 3 notifications when you accept the assignment.

1. If you accept over the phone, you will hear your confirmation number.
2. With all accepted assignments you will receive a confirmation email.
3. All accepted assignments will be posted in your calendar.

What if I accidentally drop an EasyConnect call?

You have 2 options:

1. Call **EasyConnect** at 1-855-279-3279 and enter your **School Board's code 24** and your Employee ID Number to access this opening if it's still available.
2. Log into your Apply To Education account (www.applytoeducation.com) and under the **Occasional Employees** tab, click on '**Postings Archive**' to select the assignment and then click '**Accept**' if it is still available.

I am in a Term Position and I still receive calls?

You have not updated your availability on the **My Calendar** page (see page 3 on how to enter dates you are not available).



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Why am I not receiving assignments?

Under the **Occasional Employees** tab, click the '**Occasional Preferences**' section

Ensure your contact information is correct and that there are no events listed under '**My Calendar**'.

How can I cancel an assignment I already accepted?

Contact the school administration for future assignments indicating that you cannot accept the assignment you accepted through EasyConnect

Contact the WRDSB EasyConnect operator for current and next day assignment cancellations