

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

Support: Call 1-877-900-5627 | Email: info@simplication.com | M-F: 6:30 a.m. to 6:00 p.m.

Welcome to KPDSB's Apply to Education/EasyConnect system. Apply to Education/Easy Connect is the automated dispatch system that is used by permanent staff to create absences. The system then contacts available replacements to fill openings. The following manual will assist you with getting set-up as a casual staff member and/or occasional teacher and answer many of the questions that you may have.

Quick Tips - See page 3 for "Login" instructions.
- See page 5 for "Listening to/Viewing/Accepting Assignments"

Create an Account(s) – May need two, see below

1. If you applied for your position via Apply To Education, you will already have an account set up, however, that account will only be linked to the Job Category that you applied to. It is important to note that the name associated with your account should be the same as the name used on all of your employment records. If it is not, please change it so that the name in your account(s) matches the name on your employment records.
2. Click "Forgot Your Login" if you need to generate a password reset email.
3. If you work as both an occasional teacher (qualified or unqualified) and as a non-teaching casual, or if you wish to apply to both teaching and non-teaching jobs (casual or permanent), you will require two accounts. It is important to also note that these accounts are not linked, therefore if you are booked for a day as an occasional teacher, the system will still call you for casual non-teaching assignments unless you also access your non-teaching account and mark yourself as unavailable on that calendar (and vice versa). You will never require a second account under the SAME Employee Group as an existing account, nor will you ever require a third account.

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

4. If you need a second account (under a different Employee Group), go to <https://kpdsb.simplification.com> and click on Register to create a new account. Please ensure you use this exact login, as if you inadvertently key in www instead, you will create your account in the wrong area. When creating your second Apply to Education account you can use the same name, however you do have to create a different Username (ie. janesmith and janesmith2). Please note that your username cannot consist of an email address. Everything else can be the same in both accounts.

5. Steps for Account Creation:

- a) On the landing page (<https://KPDSB.simplification.com>) ensure that you Click 'Register' to the right of the sign in section.
 - Choose your Job Category:
 - A) Teachers, Principals & Superintendents (includes occasional teachers)
 - B) ECE, EA/TA, Clerical, Custodian (includes casuals in these areas)
 - C) Management & Professionals
 - Complete the applicant registration page

Note: You will receive an e-mail that confirms your registration and your username so ensure that you write down your password (if you do forget your password it can be changed at any time from the log in page (forgot log-in).

b) Create Your Portfolio:

Before applying to our career opportunities, ensure that you have answered the mandatory questions and that the following sections of your portfolio are complete.

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

Teachers, Principals, Superintendents	ECE, EA/TA, Clerical, Custodian	Management & Professionals
<ul style="list-style-type: none"> ✓ Personal Information ✓ Qualifications ✓ Language Skills ✓ Experience ✓ References ✓ Cover Letter ✓ Resume ✓ Supporting Documents 	<ul style="list-style-type: none"> ✓ Personal Information ✓ Qualifications ✓ Cover Letter ✓ Resume ✓ Criminal Record Check 	<ul style="list-style-type: none"> ✓ Personal Information ✓ Cover Letter ✓ Resume

If you do not have all the requested supporting documents simply upload them as they become available.

6. If you are creating your account(s) after being hired by the board (this would be an employee who did not apply via Apply to Education or one who is creating their second account under a different Employee Group), you are required to advise Human Resources once you create the account. This is due to the need for HR to “Approve” the account. Please contact Kathy Bartlett at: kathy.bartlett@kpdsb.ca

Login and Management of Occasional Preferences & Availability

1. Sign into your account at <https://kpdsb.simplication.com> (link available on our website at www.kpdsb.on.ca). Please note that you will have to edit preferences in each account, if you have two accounts (one for occasional teaching and the other for casual non-teaching positions).
2. Click “Forgot Your Login” if you need to generate a password reset email.
3. Ctrl click on the link to watch a video outlining the steps for setting up your occasional preferences:
<https://youtu.be/aMOEdX4Sk5I>

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

4. Under the **Occasional Employees** section, select '**Occasional Preferences**' and click '**Edit Preferences**'.
5. Update your contact info and contact preference (phone or text message). This includes name changes as a name change you make through the Employee Self Serve portal does not result in a name change in your Apply to Education account.
6. For qualified (registered with the Ontario College of Teachers) teachers holding Occasional Teacher jobs, you should select assignments you are "Willing" to be contacted for, over and above those that populate automatically from the Ontario College of Teachers. Choices selected here will be factored into the order that the system calls out for assignments. Unqualified occasional teachers do not need to make any selections under the Willing category, as this will not affect calling preference for unqualified occasional teachers.
7. All casuals and occasional teachers are required to make selections for Schools/Locations you are willing to work at and click **SAVE**. Occasional teachers may also make selections for Subject Areas they wish to be contacted for.

IMPORTANT REMINDER - There is a page 2 of the schools listing....please make sure you view and select on both pages.

8. If you are a qualified teacher in Ontario, ensure your OCT # is added into the **Qualifications** section of your **Portfolio** section. Please note that you must also advise Human Resources of any change to your OCT Registration status, so that your account can be revised and you can be placed on the appropriate Call List (Qualified or Unqualified). This will affect calls you receive and your rate of pay.
9. Avoid receiving calls from Apply to Education/EasyConnect for days you are not available by selecting '**My Calendar**', from the **Occasional Employees** section, and entering dates you cannot work. Again, please note that if you hold two accounts, you will have to make

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

entries in each account. This is also relevant when an assignment is accepted in one account, as you may wish to populate the other account with an Unavailable Entry, to prevent calls coming for the same day as the assignment held in the other account.

To edit or delete an event in your calendar, click on the entry and select either **Delete** or **Edit**.

If you are in an LTO assignment, do not mark your calendar as “busy” – this is to allow the school to continue to assign you to that position. Again, a reminder that if you hold both a teaching and a non-teaching account, when in an LTO you will want to populate your calendar in the non-teaching account with “Unavailable” entries, or you will continue to receive calls for the non-teaching account.

5 ways to listen/view/accept assignments

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 (5), employee ID and the pound (#) key.

Receive a Text

Sign into ApplyToEducation, select **EasyConnect Postings Archive** from your **Occasional Employees** section, click on the assignment you are interested in and click ‘Accept’.

Or, call EasyConnect and accept or decline the offer.

Receive an Email

Click on the link at the bottom of the email to sign into your Apply To Education account and accept or decline the position.

Login from your phone, tablet or computer

Log into your account at <https://kpdsb.simplification.com> , select **EasyConnect Postings Archive** from your **Occasional Employees** section, click on the assignment you are interested in and click “Accept”.

You can also view available assignments by clicking on the **EasyConnect Job Board**.

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

Employees will always receive an email, and then either a text or phone call (depending upon option chosen).

NOTE: Unqualified occasional teachers will only receive contact (phone calls/texts/emails) the same morning as the absence/assignment. Unqualified occasional teachers can also view jobs on the Job Board, via their accounts.

Accessing the Job Board (from your ATE/EasyConnect account)

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

1. From the **Occasional Employee** section select **EasyConnect Job Board** to view all available assignments for your employee group. You are able to “Filter”, to view a specific school’s assignments in the Job Board.



The screenshot shows the 'Occasional Postings' section of the EasyConnect system. At the top, there is a navigation bar with links: Portfolio, Job Postings, Internal Employees, Occasional Employees, Administration, Purchase Credits, and Help & Training. Below this, the 'Occasional Postings' page is displayed. On the left, there is a 'Period Selector' dropdown menu set to 'December 2017'. In the center, there is a dropdown menu with options: Occasional Preferences, My Calendar, View Openings, EasyConnect Job Board (highlighted), EasyConnect Postings Archive, and EasyConnect Accepted Postings. Below the dropdown, there are three tabs: JOB BOARD (selected), POSTINGS ARCHIVE, and ACCEPTED POSTINGS. At the bottom right, it says 'Pages: 1 of 1 1'. Below the tabs is a table with the following data:

Code	Pay	Assignment	Location	Start	End	Status
2371980	100%	Primary	Assumption School Grafton	2017/12/25 8:30 AM	2017/12/25 3:30 PM	Open

2. Click on the **Assignment** to view its details.
3. Click **Accept** or **Decline** to respond to the opening and include a note to the administrator if needed.

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

Note: You will receive a pop up notification that you have accepted the job. You will also see the position listed in “My Calendar” and “Accepted Postings” under the Occasional Employees tab. You will also receive an email confirmation.

When will the system contact me?

All employee groups except for CUPE and Unqualified Occasional Teachers calling windows

Future assignments:

- Monday to Friday - 4pm to 10pm CST
- Saturday and Sunday - 8am to 10pm CST

All employee groups except for CUPE (Including Occasional Teachers – who are only called for same day assignments)

Same day assignments:

- Monday to Friday - 6am to 12pm CST

CUPE calling windows

Future assignments:

- Sunday to Thursday - 5pm to 10pm CST

Same day assignments:

- Monday to Friday - 8am to 3pm CST

How do I know I have accepted an assignment?

There are 3 notifications as confirmations for when assignments are accepted:

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

1. Over the phone, a confirmation number is generated with the acceptance of an assignment.
2. A confirmation email is sent for all accepted assignments.
3. All accepted assignments are posted in the **'My Calendar'** and **'EasyConnect Accepted Postings'** pages of the **Occasional Employees** section.

What if my Apply to Education/EasyConnect call is accidentally disconnected or I want to view positions that I was offered and didn't accept?

If your job offer call is disconnected or you wish to review past offers that may remain open, please do one of the following:

1. Call Apply to Education/EasyConnect at 1-855-279-3279 and enter your School Board's School District Code (5) and your Employee ID Number to access the opening. Only those assignments you were offered and are still available will be listed. OR
2. Log into ApplyToEducation/EasyConnect and under the **Occasional Employees** section, select **'EasyConnect Postings Archive'** to view the offered assignments and click **ACCEPT** if it is still available. **Note:** In the **"EasyConnect Postings Archive"** you are able to select **"Only Display Open Assignments"**, which is intended to provide faster access to job offers online. Also in the **"Postings Archive"** and **"Accepted Positions"** section, you are able to see the date and time EasyConnect offered the assignments.

How do I cancel an accepted assignment?

1. When viewing an accepted assignment, if you see the ability to cancel the absence you can do so after you enter your reason.

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

If you do not see the ability to cancel the assignment you should click 'reply all' on your confirmation email to notify the administrator at the school.

2. If you are able to cancel the assignment online, a cancellation email will be sent to the absent employee and School Administrators. Apply to Education/EasyConnect will automatically start contacting available replacements to fill the now vacant assignment.

Cancellation is intended to be used only where necessary. Repeated cancellations will result in an inquiry from the school and/or Human Resources.

Occasional Posting Details

[Back to search results](#)

[<< Previous](#) [Next >>](#)

Job Code: 1559580
School District Sample
Assignment: Primary

Status: Accepted
Confirmation #: 929950

Pay: 100%
Job Type: Occasional
Filling In For: Rui Lourenco

Location
St. Anne's Elementary School

Date(s)/Time(s) of absence
Tuesday Jan 24, 2017 (8:30 AM to 3:30 PM)

Bell Hours
8:30AM to 3:30PM

Job Description & Requirements

This posting includes/involves:

- Kindergarten

Cancel Accepted Assignment

Please enter a reason for cancellation and select "OK" below:



APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

How do I apply to job postings and ensure that I see job postings?

APPLY FOR JOBS

Once you have an account you can apply for jobs in one of two main ways. If you have two accounts ensure you are in the correct account for the job you wish to post to.

1. Log into your Account by going to <https://kpdsb.simplification.com>, then entering your **username** and **password** and clicking “**Login**”.

Once your account has been “Approved” you will see a tab called “**Occasional Employees**”



- a) Click **View Openings**
- b) Click on the **Posting Name** to view/apply to the job
- c) Click the **Apply** button

******* Under the **Job Postings** tab, click **Job Application Log**. All postings you successfully applied to will be listed.

It is also possible to find postings by going the Job Posting tab in your account, however **do not** use this method, as you may find you are unable to see/use the Apply Button and you may **not** be seeing ALL postings.

2. Alternatively, from the KPDSB Website (Employment Opportunities), click on the Job Posting that you are interested in and you can click the “Apply Online” button that will take you to the <https://KPDSB.simplification.com> landing page where you will then log in to the account that you created, and follow the steps above.

APPLY TO EDUCATION/EASYCONNECT MANUAL FOR CASUAL/OCCASIONAL EMPLOYEES

If you have two accounts you must use the appropriate account to receive alerts for and to apply to positions under that Job Category. The reverse holds true also, if you only have one account, you will only see job postings for that job category (unless the posting was set up to go to All):

- teaching/occasional teaching/LTO positions: Teachers, Principals & Superintendents Job Category
- permanent and casual non-teaching position: ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, Custodian Job Category

JOB ALERTS

You can sign up for Job Alerts so that you will receive an e-mail when a job is posted to the site. To ensure that you receive Job Alerts for all postings that are applicable to your position, you are required to set up alerts in **two** areas of your Apply to Education account.

- a) For postings that go to our “Approved Occasionals” (which means current board occasionals and casual employees) do the following. When you are in your account, click on the **Occasional Employees** tab, then click on **View Openings**. Scroll down to the very bottom of the page and click **Yes** to receive Job Alerts from KPDSB. When jobs that you are eligible to view are posted you will receive an email.
- b) For postings which may go out externally (this means they are not limited to current board occasional and casual employees), do the following. From within your ATE account click “Search” under the Job Postings tab and at the bottom of the page you will see **Save Alert:** and **Job Alert:** Click **Yes** on both and then **SAVE** to ensure that you are sent an e-mail to the e-mail account that you used within your account. To ensure that you are receiving alerts for All jobs you must search All jobs when you sign up for Job Alerts.

Please note that if you have two Apply to Education accounts, under different Employee Groups it is advisable to go through this set up process in each account, to ensure that you do not miss any postings you may wish to see.