

Welcome to EasyConnect, the automated dispatch system. EasyConnect can be used to create absences, contact available replacements and fill openings. The following manual will assist you with getting set-up and answer many of the questions that you may have.

## Manage your Occasional Preferences & Availability

1. Sign into your account at <https://kpdsb.simplication.com>
2. Under the **Occasional Employees** section, select '**Occasional Preferences**' and click '**edit preferences**'
3. Update your contact info and preference (phone or text message)
4. Select Assignments you are willing to be contacted for and Schools you are willing to work at and click **SAVE**
5. If there are dates you are not available, select '**My Calendar**' from the **Occasional Employees** section and click '**Add an Event**'. To edit or delete an event, click on the entry and select either **Delete** or **Edit**.

**Any Changes you make will be “live” immediately.**



For Questions call: 1-877-900-5627 | Email: [info@simplication.com](mailto:info@simplication.com) | M-F: 6:30 am – 6:00 pm

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## 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 your ApplyToEducation, select **EasyConnect Postings Archive** from your **Occasional Employees** section, click on the assignment you are interested in and click 'Accept'.

Or, call into EasyConnect and accept or decline the offer.

### Receive an Email

Click on the link at the bottom of the email to sign into your Keewatin-Patricia DSB account and accept or decline the position.

### Sign in from your phone, tablet or computer

Sign into your account at <https://kpdsb.simplication.com> to accept or decline an assignment.

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## How do I know I have accepted an assignment?

We offer 3 notifications as confirmations for when assignments are accepted:

1. Over the phone, a confirmation number is generated with the acceptance of a job
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 EasyConnect call is accidentally disconnected?

You have 2 options:

1. Call **EasyConnect** at 1-855-279-3279 and enter your **School Board's Access Code** and your Employee ID Number to access the opening \*
2. Log into your ApplyToEducation account and under the **Occasional Employees** section, select **'EasyConnect Postings Archive'** to view the offered assignments and click **'Accept'** if it is still available

## How do I cancel an accepted assignment?

Click **'Reply All'** on your confirmation email to let the absent employee and School Administrator know you will not be able to fill the absence you had accepted.

### **\*Note: Calling EasyConnect to hear assignments:**

You can call **1-855-279-3279** to listen to assignments offered to you. This can be useful when you do not have access to the internet. Only those assignments that are still available will be listed.