

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.

Adding OCT to Your Account

- Log into your account and click on **Qualifications** under the **Portfolio** tab
- Click on **Add Certificate**
- Under issued by select **Ontario** and input your OCT number in the two available spaces.
- Accept the terms and click **Save**

Issued By	Certificate/License	Certificate/License #	
Ontario ▼	Certificate of Qualification ▼	1234	SAVE DELETE
<p>By providing my Ontario College of Teachers member number I grant the College permission to provide my membership status and qualifications from the Public Register. I acknowledge this information will be uploaded to my application portfolio on applytoeducation and will be visible to School Boards and Private Employers I apply to.</p>			
<input checked="" type="checkbox"/> I accept		Re-type OCT# <input type="text" value="1234"/>	

Manage your Occasional Preferences & Availability

1. Under the **Occasional Employees** section, select '**Occasional Preferences**' and click '**edit preferences**'
2. Update your contact info and preference (phone or text message)
3. Select Assignments you are willing to be contacted for and Schools you are willing to work at and click **SAVE**
4. Avoid receiving calls from EasyConnect for days you are not available by selecting '**My Calendar**', from the **Occasional Employees** section, and entering dates you cannot work. To edit or delete an event, click on the entry and select either **Delete** or **Edit**. ***If you're in an LTO Term Assignment you must also enter the dates into the calendar as they are not automatically inputted***

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

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, 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 Livingstone Range account and accept or decline the position.

Sign in from your phone, tablet or computer

Sign into your account at www.applytoeducation.com to accept or decline an assignment.

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 assign I accepted?

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.