

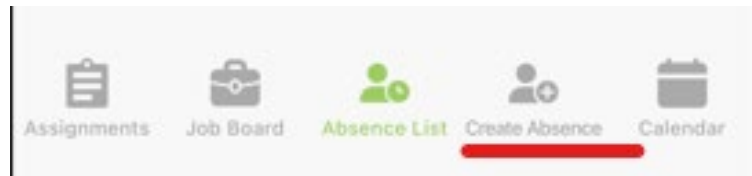
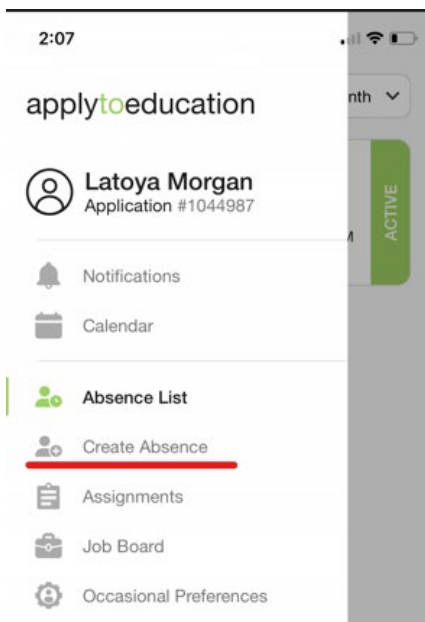


Welcome to EasyConnect’s automated dispatch system. EasyConnect can be used to create absences, contact available replacements, and fill openings. The following manual will assist you with selecting and setting the EasyConnect App as your contact method of preference.

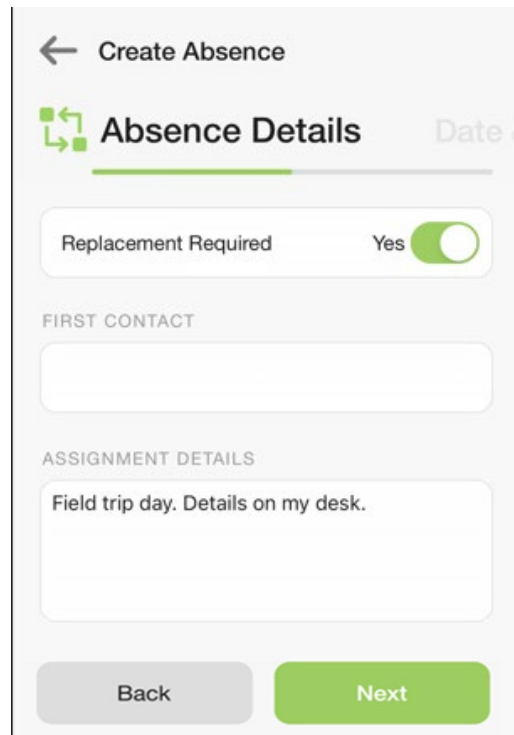
If you would like to use the EasyConnect app for creating absences from your mobile device, download and install ApplyToEducation from the Google Play Store or Apple App Store.

Creating Absences in the App

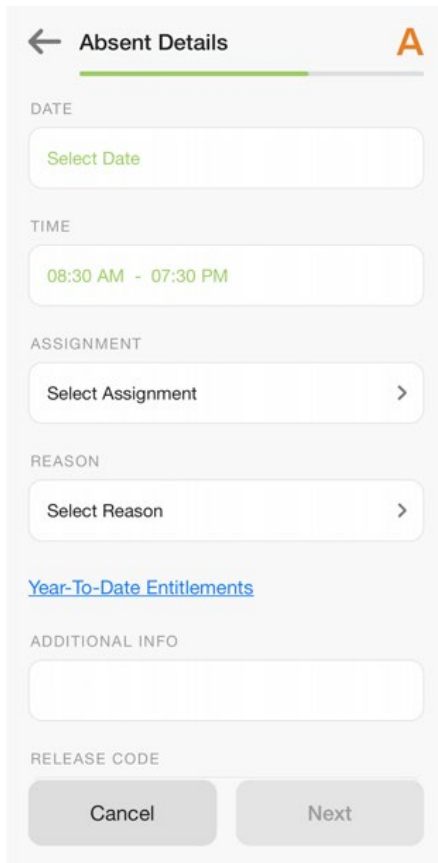
1. Click the Create Absence button at the bottom of the page OR click the menu button in the upper left-hand corner, then click Create Absence



2. Select whether you need a replacement (this may be defaulted to Yes or No, depending on regional settings) using the toggle button. Add any Assignment Details to let your replacement know more about the assignment. Click Next.



- Select the **Date** of your absence. If your absence is more than one day, choose the Multiple Days button and input the date range of your absence and click OK. Select the Time of your absence, then your Assignment and the Reason for your absence. Input any Additional Info if required, then click Next.



Absent Details

DATE
Select Date

TIME
08:30 AM - 07:30 PM

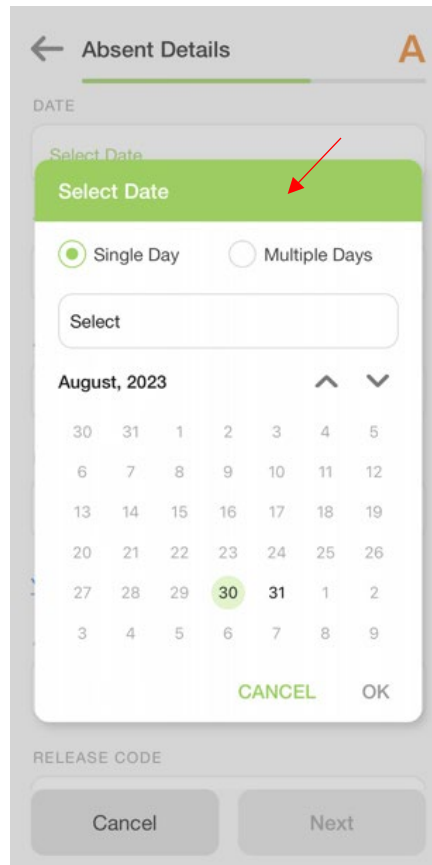
ASSIGNMENT
Select Assignment >

REASON
Select Reason >

[Year-To-Date Entitlements](#)

ADDITIONAL INFO
[Text Field]

RELEASE CODE
Cancel Next



Absent Details

DATE
Select Date

Select Date

Single Day Multiple Days

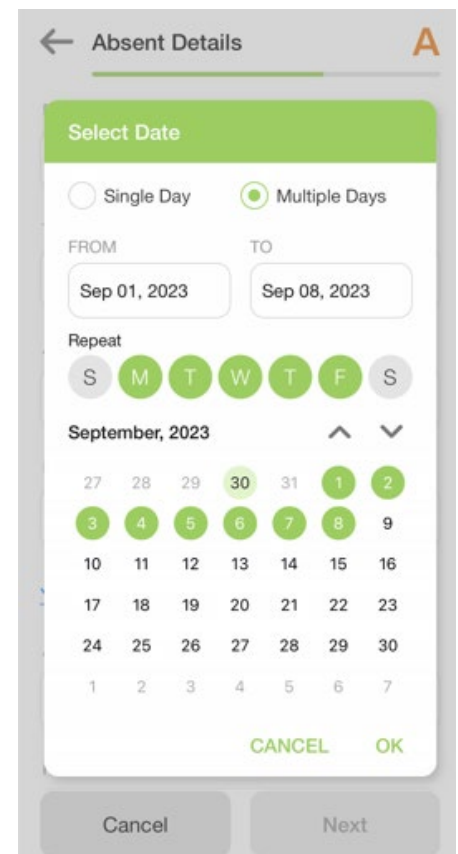
Select

August, 2023

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

CANCEL OK

RELEASE CODE
Cancel Next



Absent Details

DATE
Select Date

Select Date

Single Day Multiple Days

FROM TO

Sep 01, 2023 Sep 08, 2023

Repeat

S M T W T F S

September, 2023

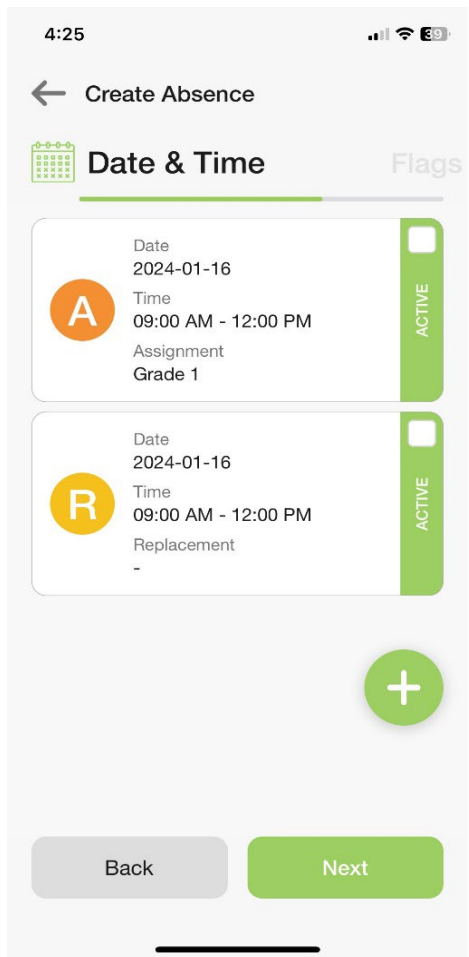
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

CANCEL OK

RELEASE CODE
Cancel Next

- You will see a popup saying, "Absence Time successfully added!" at the bottom of the page, letting you know your absence was created. After that, you may add any Flags, Lesson Plan files that you may wish to share with your replacement.

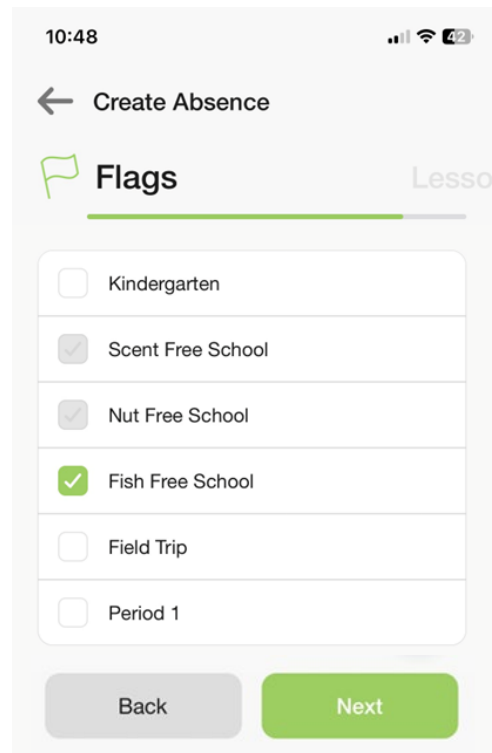
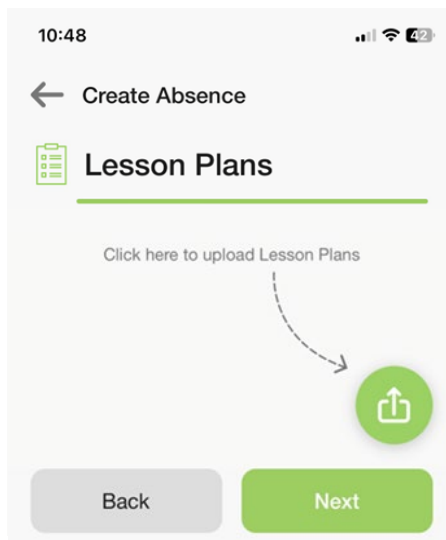




NOTE: If you need to add another entry to your absence, click the green plus sign:



5. At this point, you can add any Absence Flags or Lesson Plans to your absence:

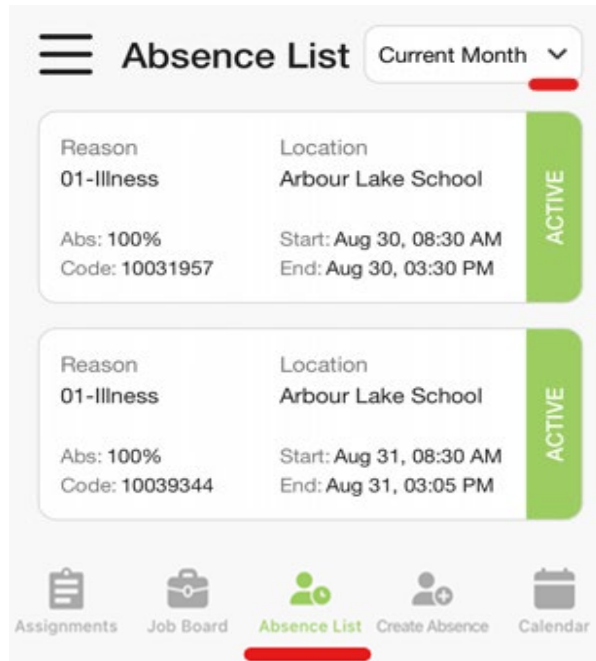




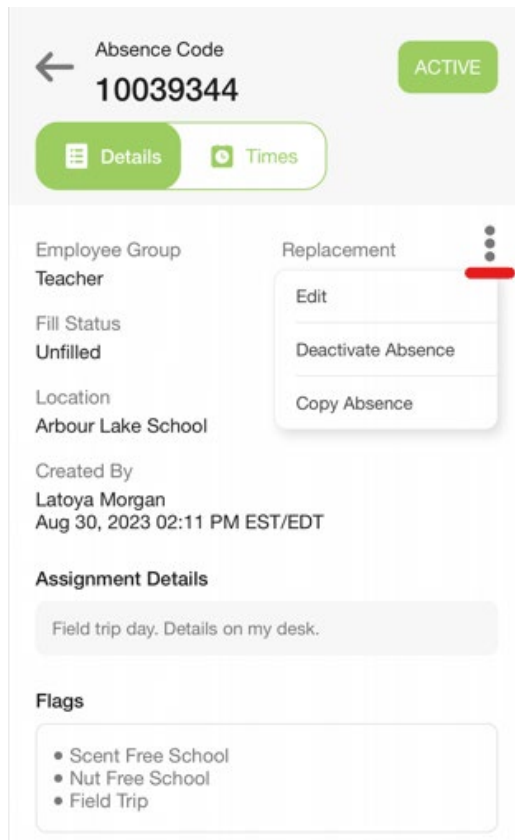
Reviewing your Absences

1. Click the Absence List button. This page defaults to the current month. To change the date range, click the down arrow with the red underline below:

From the Absence List page, click on the absence you wish to edit.



Editing an Absence

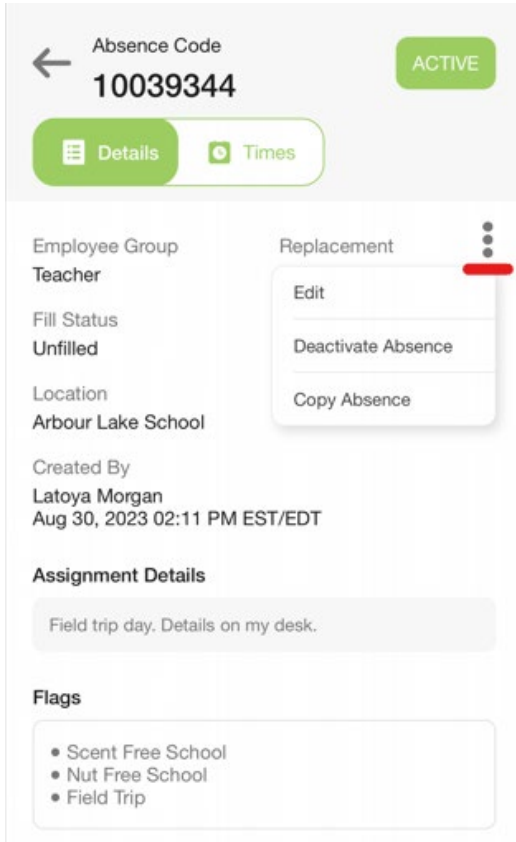


Click the menu button (3 vertical dots underlined in red below) and click Edit. Make your edits, ensuring you save before exiting.



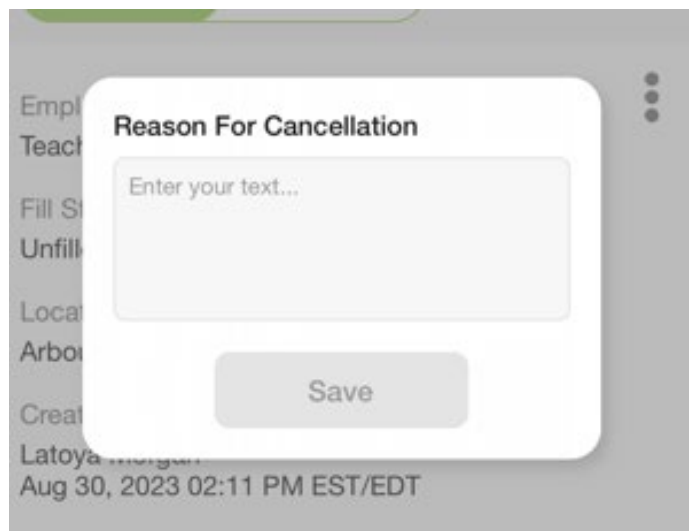
Deactivating an Absence

1. From the Absence List page, click on the absence you wish to deactivate.



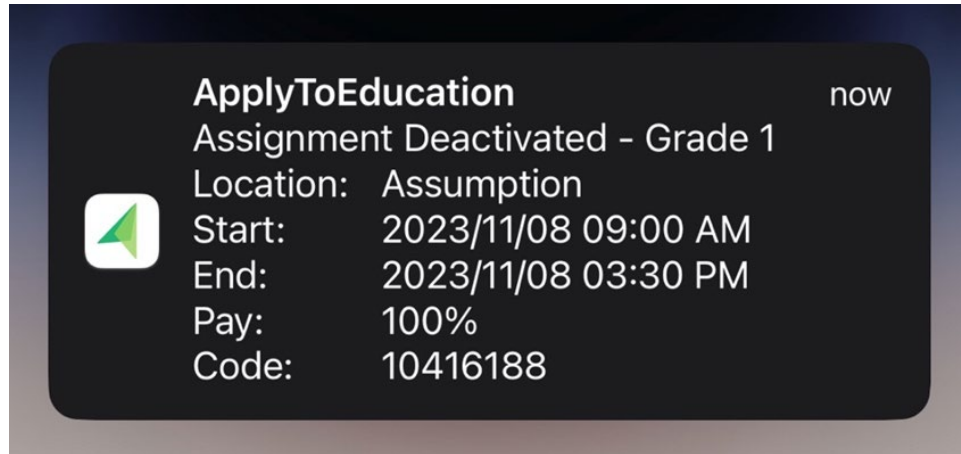
Click the menu button (3 vertical dots underlined in red below) and click Deactivate Absence.

2. Input your reason for cancellation and click Save.





3. You will be sent a push notification informing you that your absence has been successfully deactivated:



Privacy Notice:

To support transition to and implementation of the new Absence and Attendance Management System (EasyConnect), your RCE/CSAP has undertaken an initial account set-up process requiring a transfer of data from our human resources information system to EasyConnect. This effort was intended to reduce manual work and transition time for employees (including occasional employees). When using this system going forward, the personal information you provide, as well as data from our human resources information system, will be used to administer and manage absence and attendance within the RCE/CSAP. This personal information is collected, used, and protected under the RCE/CSAP's authority as a public entity under the Freedom of Information and Protection of Privacy (FOIPOP) Act. Your personal information in EasyConnect will not be disclosed outside of your RCE/CSAP in identifiable form. ApplytoEducation, the vendor providing EasyConnect, will not access or use your personal information for any purpose other than to provide absence and attendance management services and maintain the EasyConnect software.

For support, please email EasyConnect at info@applytoeducation.com or phone 1-877-900-5627