

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.

Log in to Your Account on ApplyToEducation

Log in to your account at <https://ssrce.simplification.com>, and enter your GNSPES email address.

Sign in with Employee Email

School Board Email Address

yourname@gnspes.ca

Continue



Enabling the App Contact Preference

1. Under the **EasyConnect** section, select **‘Occasional Preferences’** and click **‘Edit Preferences’**.
2. Update your **‘Contact Preferences’**. If you would like to use the EasyConnect app for push notifications, from your mobile device, download and install **ApplyToEducation** from the Google Play Store or Apple App Store.

Contact Preference Assignments are always offered by email. In addition, they are offered by phone, text message, or through our mobile app.

Email: *

Mobile App: If you would like to receive and accept Assignments through 'push notifications' rather than phone calls or text messages, download our EasyConnect App using the link below:

Phone:

Text Message: **Carrier:**

Once the app is installed on your mobile device, log in using your GNSPES email credentials.

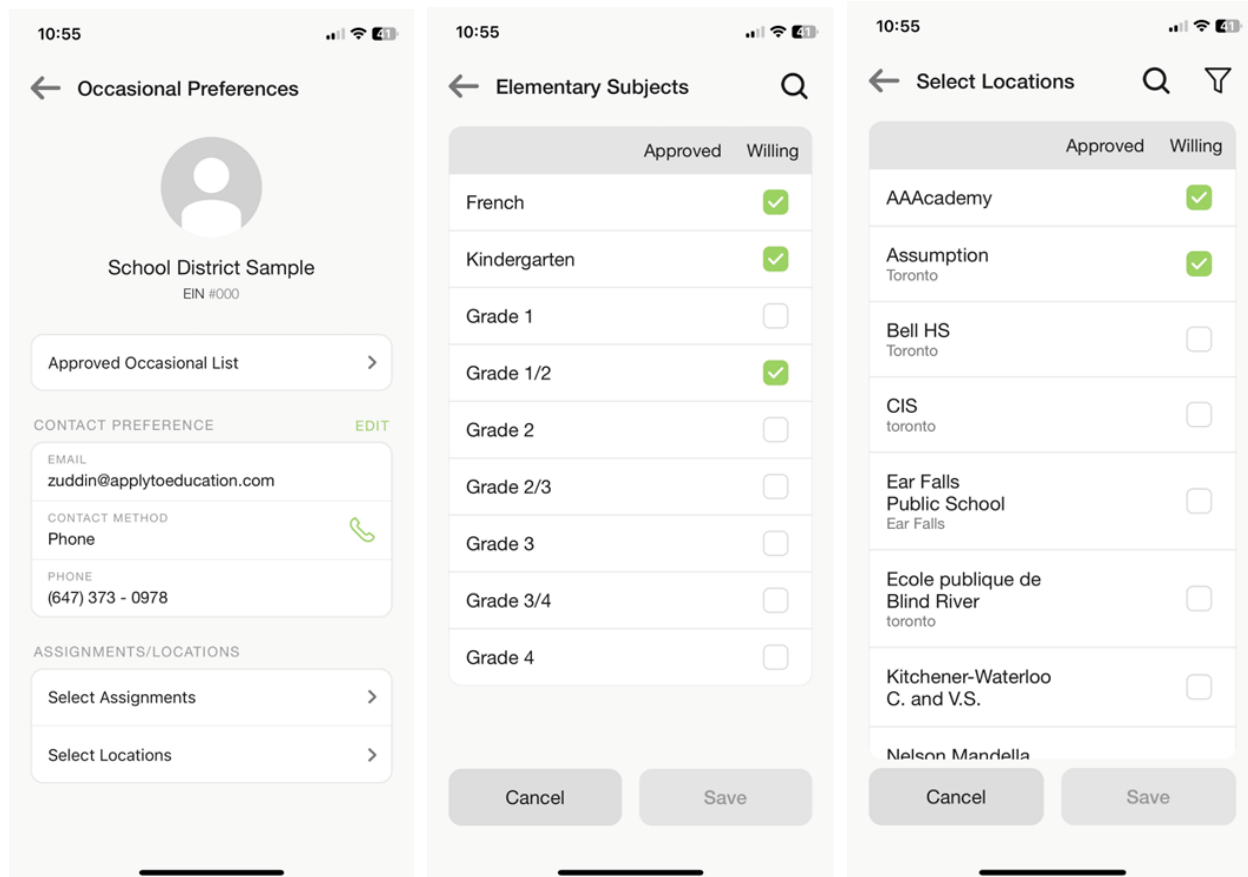
applytoeducation

LOGIN

Update your Occasional Preferences in the App

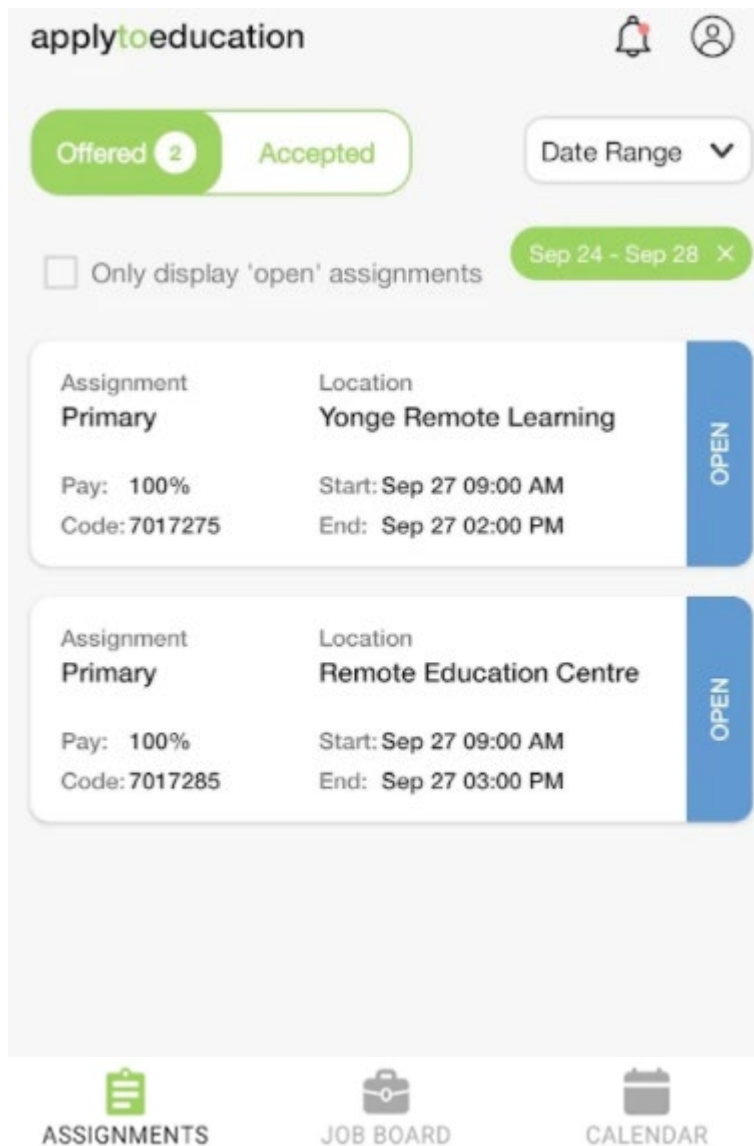
Your Occasional Preferences can be updated in the app at anytime.

1. Click the menu button in the upper left-hand corner (3 horizontal lines)
2. Click **Occasional Preferences** then update your Contact Preferences, Assignments and Locations:



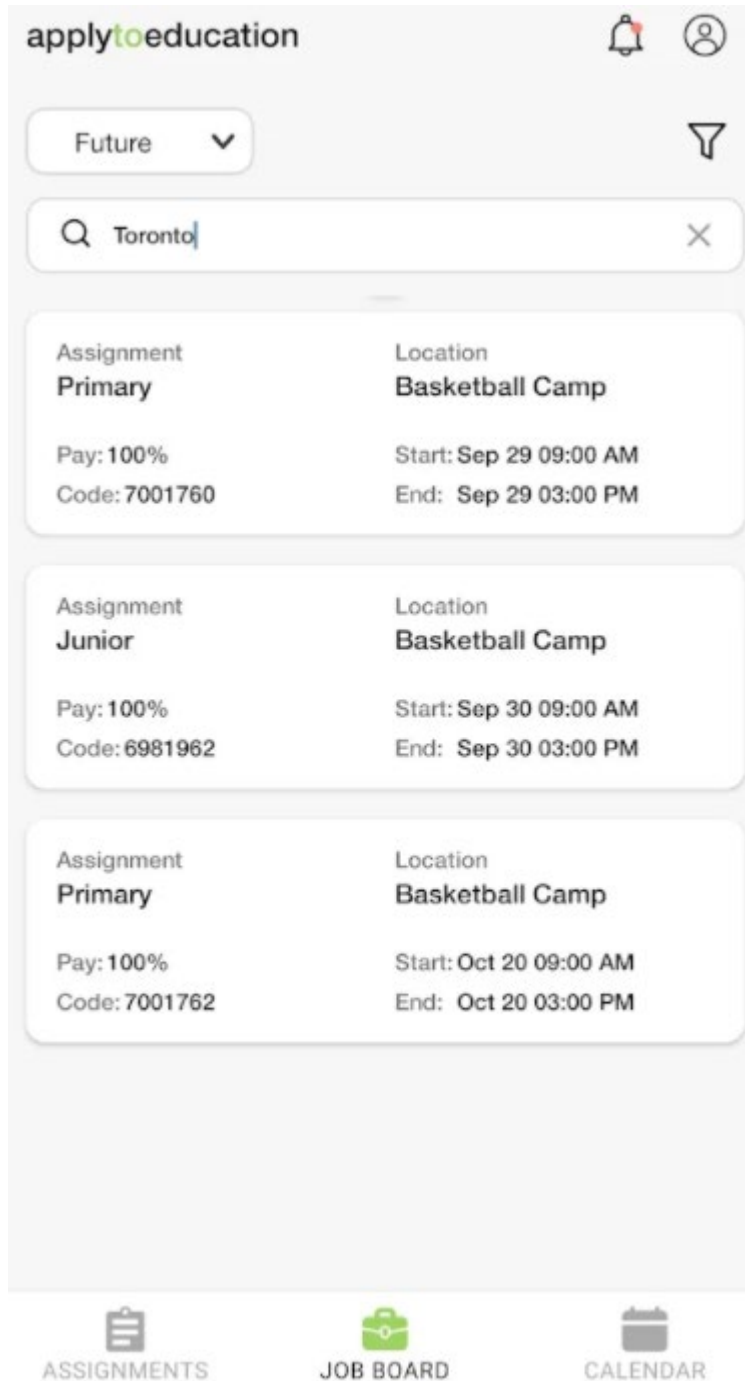
View/Accept Assignments in the App

1. You can accept or decline your assignment offer directly from the push notification on your mobile device. Or,
2. Within the app go to the **'ASSIGNMENTS'** tab and select between **'OFFERED'** and **'ACCEPTED'**. Click on **'OPEN'** to view the details.



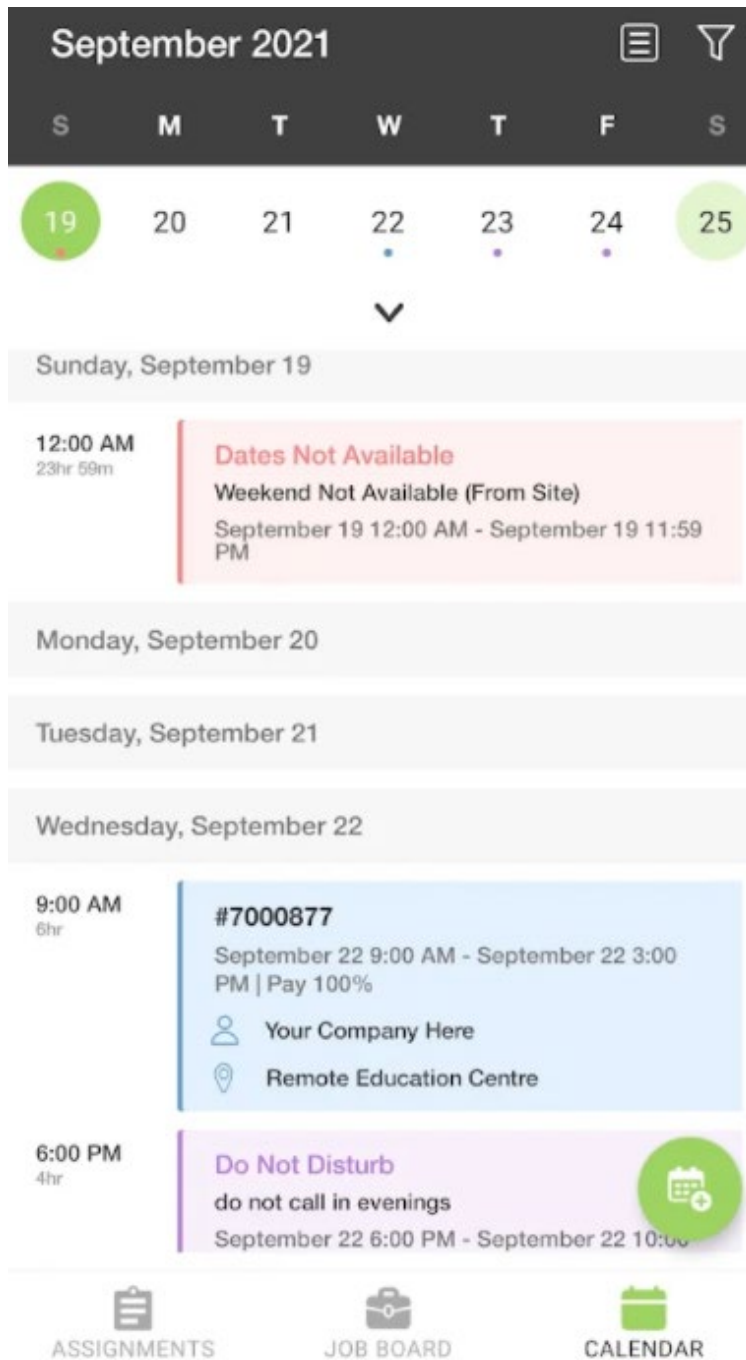
Reviewing the Job Board in the App

1. Within the app go to the '**JOB BOARD**' tab and click on an assignment to view the details.



Adding Unavailable Dates in the App

1. Within the app go to the 'CALENDAR' tab and click on the calendar icon to create an event for an unavailable date or to enter a "do not disturb" date and time.



Dates Not Available: You will not receive Assignment Offers for timeframes in which you are Unavailable.

Only Receive Assignment Offers via Email: Can have the system only offer assignments via email during certain timeframes (no calls, text or push notifications).

Do Not Contact: Allow replacements to turn off push notifications sent from app while still being able to access them. You can still be manually filled or accept via Job Board.

6 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 (**66**), employee ID and the pound (#) key. Assignments you were offered that are still available will be listed.

Receive a Text

Log into your account at <https://ssrce.simplification.com>, select **Assignments Offered** from your **EasyConnect** section, click on the assignment you are interested in and click 'Accept'.
Or call EasyConnect and accept or decline the assignment over the phone.

Receive an Email

Click on the link at the bottom of the email to sign into your ApplyToEducation account and accept or decline the assignment.

Login from your phone, tablet, or computer

Log into your account at <https://ssrce.simplification.com>, select **Assignments Offered** from your **EasyConnect** section, click on the assignment you are interested in and click 'Accept'.

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

Receive a push notification through the App

From your mobile device, click on the notification received or the '**ASSIGNMENTS**' tab to view your list of offered assignments and either click '**Accept**' or '**Decline**'.