

Have a  
question?

For customer service  
call 1-877-900-5627 or email  
info@applytoeducation.com  
7: 30 a.m. – 7 p.m. EST (M- F)



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## Your Apply to Education account and EasyConnect contact information

- Log onto [www.applytoeducation.com](http://www.applytoeducation.com) enter your username and password and click **Sign In**
- Click **Forgot Username or Password** , if you can't remember your login information
- Mobile site at [m.applytoeducation.com](http://m.applytoeducation.com) (to accepted daily assignments)

**NEW!** EasyConnect toll free number to accept assignments: 1-855-279-3279 **RCCDSB Code: 12**

### EasyConnect Checklist

(To complete before Start of school year)

- ✓ Under the <User Profile> tab, click **User Profile** and ensure **your email** and **telephone number** are up-to-date
- ✓ Under the <Occasional Employees> tab, click **edit preferences** and ensure **your email** and **telephone number** are up-to-date
- ✓ Select the schools you would be 'willing to teach' at from the list and click **save**
- ✓ Under the <Easyconnect> tab, click **My Calendar** page and enter your days not available

### What's new with EasyConnect?

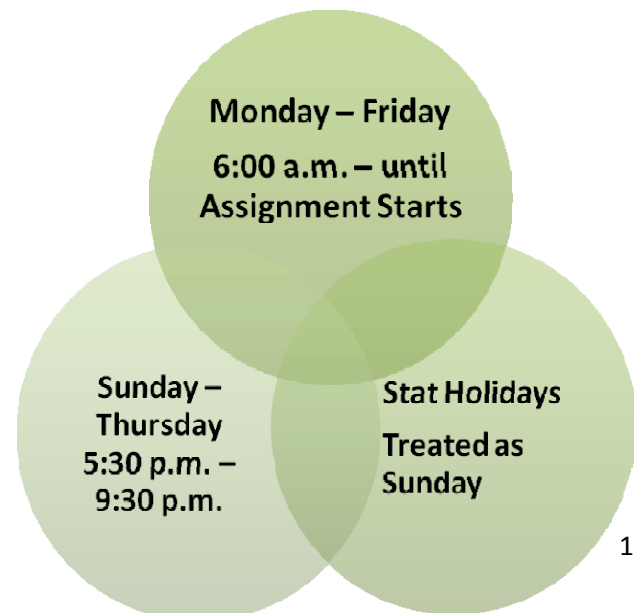
- Improvements to toll free number for you to listen/accept assignments  
**(1-855-279-3279 RCCDSB 12)**
- Principals can now book consecutive day absences (i.e. multiple half day assignments)
- Call display now says 'EasyConnect'

### Select your contact preferences and ensure your preferred schools are selected

1. Log into your account and go to the **Occasional Preferences** or **Who Can View My Portfolio** page
2. Click the **edit preferences** button beside RCCDSB
3. Review your email address, telephone number or cell phone number at the top of the page
4. Scroll down to the bottom and ensure your preferred schools are checkmarked and greyed out

**Tip** If you need to make any adjustments to your schools, please contact HR

### EasyConnect Contact Hours



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## Update your availability

1. Log into your account on [www.applytoeducation.com](http://www.applytoeducation.com) and click on **My Calendar** under the **<Occasional employee>** tab
2. Click on the **<<** or **>>** at the top of the calendar to change the month

### You have two options to update your calendar

➤ **Option 1:** click **add an event** if its a one time occurrence (for example: dentist appt)

Description:

From:  :  :  AM  
yyyy/mm/dd hh mm

To:  :  :  AM  
yyyy/mm/dd hh mm

Until further notice  
 All day

- ✓ **Description** is a mandatory field, but only visible to you.
- ✓ Click on **All day** and select a date in the calendar if you will be unavailable all day
- ✓ If you select **until further notice**, the system will book you out until you deselect it again.

### Remember to always click **Save** after your update

➤ **Option 2:** click **add a recurring event** for events that occur regularly (morning LTO)

Description:

Every:  Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Time:  All day

Start:   
hh:mm AM/PM

End:   
hh:mm AM/PM

Date: Start:   
yyyy/mm/dd

End:

- ✓ **Description** is a mandatory field, but only visible to you.
- ✓ Selecting the day(s) of the week of your recurring event. In the example displayed, this Occasional Teacher has a morning LTO from 8 a.m. – 12 p.m. Monday, Wednesday and Friday. The LTO started on Sept.10<sup>th</sup> and will end on Nov.30<sup>th</sup>.
- ✓ If you were not available every Monday, you would select Monday and then click **All day**.

## How do I delete/edit an event?

1. Log into your account and click **My Calendar**
2. Use the **<<** or **>>** to bring up the month you are interested in and **click on the event you wish to delete**
3. A detailed window will appear, you can then select **Delete or edit this event**

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## How can I accept assignments through EasyConnect?

### By Phone (From 1-855-279-3279)



- Say 'Hello' to activate the call and when prompted enter your EIN number (without the 'C') followed by the pound (#) key
- Press 1 to Confirm you entered your EIN number correctly
- Press 5 to Accept and press 4 to decline the assignment
- Press 2 to repeat the assignment details

### By calling EasyConnect at 1-855-279-3279



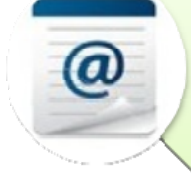
- Enter your School board code **12** for RCCDSB
- Enter your EIN number and press the # (pound) key
- Listen to all assignments now offered to you and press 5 to accept and 4 to decline

### By Text



- After you receive a text message, log into your ATE account or call back 1-877-279-3279
- Under the <Occasional Employees> tab, go to your **Postings Archive page**
- Select the assignment you are interested in and click the **accept** button

### By Email



- Click on the link at the bottom of the email and log into your ATE account or call 1-855-279-3279
- Under the <Occasional Employees> tab, go to **Postings Archive page** & click the **accept** button

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### By Smartphone

- Log on to <http://m.applytoeducation.com> (do not use www in the URL)
- Enter username and password and click **login**
- To view or accept an assignment, click on **Postings Archive**
- To review accepted assignments, click on **Accepted Postings**
- To update your contact settings, go to the <**Occasional Employees**> tab and click **edit preferences**
  
- **You will not be able to update 'My Calendar' on the mobile site but can review it**

Q:How do I know if, I have accepted the assignment(s)?

A: The Assignment will appear on your **EasyConnect Accepted Postings** page

**If you accept the assignment over the phone**, you will receive an immediate confirmation number; the assignment will appear on your **EasyConnect Accepted Postings** page; and you will receive an email

**If you accept the assignment online/smart phone**, you will see the assignment on your **EasyConnect Accepted Postings** page and you will receive an email

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## FAQ's

### What if I accidentally drop an EasyConnect call?

- Call EasyConnect at 1-855-279-3279 to access this opening again
- Or
- Log into your Apply to Education account and under the **<Occasional Employees>** tab, click on **EasyConnect Postings Archive** to select the assignment and then click **accept**

### Where in my account can I update my email address?

- **First:** Go to your **<Occasional Employees>** tab, click **Occasional Preferences** and then click **edit preferences**
- **Second:** Under the **<User Profile>** tab, click **user profile** and then click **Personal Information**

### I am on a Long Term Assignment, why am I still getting calls?

- You have not updated your availability on the **My Calendar** page (see page 2 of instructions on how to enter your dates not available)

### Why am I not receiving any calls?

- Under the **<Occasional Employees>** tab click **Occasional Preferences** section
- Ensure your contact information is correct Ensure there are no dates listed under **My Calendar**