
EasyConnect – Casual/Occasional Quick Tips Guide

EasyConnect Customer Care

Contact 1-877-900-5627 or info@simplication.com, Monday to Friday from 4:30AM to 4:00PM PST, if you have any questions when using EasyConnect.

Forgot Your Password?

On the Sign-in page at <https://sd22-makeafuture.simplication.com> click “Forgot Username or Password” below the SIGN-IN button to have a password reset emailed to you.

OR

Select the option to ‘**LOGIN USING EMPLOYEE EMAIL ADDRESS**’ and sign in using your SD 22 Vernon login credentials.

How to Accept/Decline Assignments

1. Phone

- a. When EasyConnect contacts you, enter your Employee ID Number (EIN) then press the # key. Press 5 to accept and 4 to decline.
- b. If you missed the call, contact EasyConnect at **1-855-279-3279**, enter your School Access Code (222) followed by your EIN#, and listen to your available assignments which were offered.

2. EasyConnect App

- a. Download the EasyConnect app from your Play Store or Apple App Store

3. Online

- a. Sign into your account at <https://sd22-makeafuture.simplication.com>
- b. From your **EasyConnect** section select **Assignments Offered** to view assignments you were offered, and to accept or decline them if they are still available.
- c. You can also view jobs on the **Job Board** starting at 7am for assignments for the same day.

How to Cancel Accepted Assignments

1. Online:

- a. Through the **Assignment Details** page of your **Accepted Assignments**.
- b. A reason for cancellation is required to complete the action
- c. Only assignments cancelled more than 2 hours before start time can be cancelled online

2. Contact the school directly to speak with an administrator and ensure they know you are cancelling

You will receive a cancellation email, once your accepted assignment has been deactivated.

EasyConnect on Mobile Devices

EasyConnect is designed to resize to your screen (cell phone, tablet, etc.) Bookmark the url <https://sd22-makeafuture.simplication.com> as your favourite, sign in and the EasyConnect sections will resize automatically.

OR

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Updating your My Calendar

EasyConnect updates your My Calendar with all accepted assignment accepted through the system.

Use **My Calendar** to enter any dates of **unavailability** which are not accepted assignments already reflected.

Please Note

Any changes made to your <https://sd22-makeafuture.simplication.com> account (e.g. email address, phone#, etc.) will not be transferred to the SD 22 Vernon Human Resources database. You will need to continue to manage your personal information through the Employee Self Serve Portal. Additionally, changes made through the Self Serve Portal will not upload into your sd22-makeafuture.simplication.com profile.