

Yukon Education will be automating the substitute assignment calls, therefore please ensure you have your **Employee Identification Number (EIN#)** available. You can find your EIN number either on your pay stub or in your profile by going to “Occasional Employees and into “Edit Preferences”. You will begin receiving automated calls from Whitehorse schools, with the exception of École Émilie-Tremblay, so please have your number ready.

To be ready as a Substitute Personnel with Yukon Education, please review and complete the four parts below:

- Part 1 - Ensure you have an active online account for (yukoneducation.simplication.com)
- Part 2 – Set up your account to receive daily assignments, if not previously completed.
- Part 3 – Accepting daily assignments through EasyConnect
- Part 4 – Inputting your days not available in EasyConnect

Part 1 - How do I access my online account?

- Log onto <http://yukoneducation.simplication.com> enter your username and password and click ‘Sign In’,
- Click ‘**Forgot Username or Password**’ if you can’t remember your login information

Best Practice: Bookmark the web page as a favourite in your web browser for easy access to your profile.

Part 2 – Your Account Set Up

(Please complete in order to be contacted for assignments)

1. Update your contact information for EasyConnect:

- Log into your account and under the **Portfolio** tab, click ‘**Personal Info**’ and ensure **your email** and **telephone number** are updated by saving the information.
- Under the **Occasional Employees** tab, **Occasional Preference**, then click ‘**Edit Preferences**’ and ensure **your email** and **telephone number** are updated
- On the **Occasional Preferences** page, view the school(s) you have been approved to supply at. The school(s) you have been approved at will be greyed out. Note: There may be more than one page to view.



Part 3 - EasyConnect

For Same Day Assignments, **EasyConnect** will contact you:

Monday – Friday 6:30AM – 12:00PM

For future day assignments, **EasyConnect** will contact you:

Monday – Friday 4:00PM - 9:00PM

Saturday-Sunday 11:00AM – 9:00PM (Stat holidays are treated as Sunday)

Fast Facts

- If you don't accept the assignment, **EasyConnect** continues to contact other Substitute Personnel; however, you can still accept the assignment if it is still available.
- Once you accept an assignment, **EasyConnect** will not contact you for other assignments occurring at that time.

5 ways to receive and accept assignments on EasyConnect



By Phone (from 1-855-279-3279)

- When prompted, enter your EIN number followed by the pound (#) key
- 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 district code **16** for **YUKON Education**
- 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 **YUKON Education** account or call back 1-855-279-3279
- 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 **YUKON Education** account or call 1-855-279-3279
- Under the **Occasional Employees** tab, go to **Postings Archive** page and click the '**accept**' button



By Smartphone

- Log on to <http://yukoneducation.simplication.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 you can review it.

Part 4 – Inputting days you are not available

Avoid receiving calls from **EasyConnect** for days you are not available by updating your calendar following the steps below.

Update your availability

1. Log into your account on <http://yukoneducation.simplication.com> and under the **Occasional Employees** tab, click on **'My Calendar'**
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 it's 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 (Yukon Education will only see **'Not Available'**)
- ✓ Click on **'All Day'** and select a date in the calendar if you will be unavailable all day; or select the hours you will not be available on a specific 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 Term Position)**

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

- ✓ **Description** is a mandatory field, but only visible to you (Yukon Education will only see **'Not Available'**)
- ✓ Selecting the day(s) of the week of your recurring event. In the example displayed, this Occasional Teacher has a morning Term Position from 8 a.m. – 12 p.m. Monday, Wednesday and Friday. The assignment started on Sept.10th and will end on Nov.30th
- ✓ 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'** under the Occasional Employees tab
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 and you can then select **Delete or Edit this event**

FAQ's

How do I know I successfully accepted an assignment?

Regardless how you accept the assignment - by phone, online or calling back **EasyConnect**, your accepted assignments will be in your **EasyConnect Accepted Postings** page, in your availability calendar, and you will receive a confirmation email about the assignment.

What if I accidentally drop an EasyConnect call?

- Call **EasyConnect** at 1-855-279-3279 enter Yukon Education's **direct access code 16** and your Employee ID Number (EIN) number to access this opening again
Or
- Log into your Yukon Education account (yukoneducation.simplication.com) 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 click '**Edit preferences**'
- **Second:** Under the **Portfolio** tab, click '**Personal Info**', update your email address and click '**Save**'

I am in a Term Position, why am I still getting calls?

- You have not updated your availability on the **My Calendar** page (see page 3 of instructions on how to enter your dates not available)

Why am I not receiving any calls?

- Under the **Occasional Employees** tab, click the '**Occasional Preferences**' section
- Ensure your contact information is correct and that there are no events listed under '**My Calendar**'. Also ensure that you have selected specific schools in which you would like to work at

How do I locate my Postings Archive and my Accepted Assignments?

- Under your **Occasional Employees** tab, click on '**Postings Archive**' or '**Accepted Assignments**'

How can I cancel an assignment I already accepted?

Contact the School immediately to advise them of your cancellation