

### Logging into your Account

1. Go to <https://asperview.simplification.com/> and enter your username and password.
2. Click 'Forgot Username or Password' if you need to generate a password reset email.

**Please Note:** If your Employer uses Single Sign On you can click the '**Login using employee email address**' button and enter your School Board email address to login.

### Creating Absences Online

1. In the **EasyConnect** section, click '**Create Absence**'. Select if a **Replacement** is required (Yes/No).
2. Enter the **Absence Date** and **Time**. To enter a multiday absence for the same reason, start and end times, select **Add Days**.
3. Select the **Assignment** and **Reason** for absence from the drop down and enter **Additional Info** or a **Release Code**.
4. Click **OK** and a replacement record will be created that can be edited.

If entering multiple reasons, times or subjects click **Add Absent Time**.

Absence Details

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**Location:** Assumption School  
**Employee Group:** Teacher Elementary  
**Replacement:**  Yes  No

**Assignment Details:**

**Flags:**  Kindergarten  Scent Free School  Nut Free School  Fish Free School  Field Trip  
 Period 1

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Date	Time		
2018-08-14	08:30 AM to 03:30 PM	<b>Absent:</b> Ryan Kirsh (ATE Test Account) EIN: 2839 Job: Teacher FTE: 1 <b>Assignment:</b> Primary <b>Reason:</b> SICKEMP - Sick Employee YTD <b>Additional Info:</b> <b>Release Code:</b>	Edit Delete
2018-08-14	08:30 AM to 03:30 PM	<b>Fill Method:</b> EasyConnect <b>Replacement:</b>	Edit Delete

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5. When you are done, click **Save** to complete the absence. The absence will be listed on your '**Absence List**' and you will receive a confirmation email that your absence has been successfully created.

### Creating Absences over the Phone

1. Call **1-855-279-3279** and enter your School Board's **Access Code** (78) followed by pound (#)
2. Enter your **Employee ID (EIN)** followed by pound (#) and press 1 to confirm the ID when prompted
3. Press 3 to create an absence and follow the prompts

### Reviewing your Absences

1. From the **EasyConnect** section, select **'My Absences'**
2. To view the details of any absence, click on the absence **Code**

### How do you know your Absence has been filled?

1. Under the **EasyConnect** section, select **'My Absences'**.
2. Under the **Filled By** column you will see the name of the Replacement who accepted the assignment.
3. A confirmation email advising who accepted your assignment will be sent to you.

Absence List							
Year: 2016 ▼		Month: June ▼		CALENDAR			
Code	Absence Date	School	Employee Group	Absent	Reason	Filled By	Created By
1424475	2016/06/27 8:30AM - 3:30PM	St. Anne's Elementary School	Academic_Elementary	100%	SICK - Sick	Mark Laurie	Mark Laurie
1424459	2016/06/28 8:30AM - 3:30PM	St. Anne's Elementary School	Academic_Elementary	100	MED - Medical		Dave Benk

### Canceling your Absences

1. From the **EasyConnect** section, select **'Absence List'**
2. Click on the **Code** of the absence you wish to cancel and click **Deactivate**. You must provide a reason for deactivation.

**Note:** The ability to deactivate a filled absence is an option enabled by your board. If you do not see the ability to deactivate your absence you should 'reply all' on your confirmation email to notify your school's Administrator.

Date	Time		
2018-08-30	08:30 AM to 03:30 PM	<b>Absent:</b> Ryan Kirsh (ATE Test Account) <b>Assignment:</b> Junior <b>Reason:</b> SICKEMP - Sick Employee YTD	▼ Edit
2018-08-30	08:30 AM to 03:30 PM	<b>Fill Method:</b> Manual Fill <b>Replacement:</b> Dave Benk	▼ Edit

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DEACTIVATE ABSENCE
COPY ABSENCE
EDIT

### Additional Features Based on School District Configuration

Depending on how your EasyConnect settings have been configured for your School District, there are additional options available. Below outline the steps for the following EasyConnect customizations.

### Select the First Contact for your absence

When creating your absence, if your School District allows it, you can select the first Replacement to contact.

1. Follow steps 1-2 from **'Creating Absences Online'**.
2. Select your First Contact by typing the first 3 letters of the Replacement's name, then select the correct person from the drop-down list provided.

**Please Note:** Only available Replacements who selected your location and can replace your employee group will appear. Follow steps 2-5 from **'Creating Absences'**.

The screenshot shows a form with the following fields:

- Location:** A dropdown menu with "Our Lady of Sorrows" selected.
- Employee Group:** A dropdown menu with "Teacher Elementary" selected.
- Replacement:** Radio buttons for "Yes" (selected) and "No".
- First Contact:** A text input field containing "mar" and a dropdown list below it showing "Mark Laurie".

### Pre-Arranging A Replacement for your Absence

When creating your absence, you can enter your pre-arranged replacement's name so it is filled immediately.

1. Follow steps 1-4 from **'Creating Absences'**. In the Replacement Record, select **'Manual Fill'** as your Fill Method.

The screenshot shows a dropdown menu for "Fill Method" with "EasyConnect" selected. Below it, a "Replacement" field is visible with a dropdown list showing "EasyConnect" and "Manual Fill". A "CANCEL" button is also present.

2. Select your pre-arranged Replacement by typing the first 3 letters of the Replacement's name, then select the correct person from the drop-down list provided.

The screenshot shows the "Fill Method" dropdown set to "Manual Fill". The "Replacement" field contains "mark" and a dropdown list below it showing "Mark Laurie", "Mark Internal", and "Mark Laurie". "OK" and "CANCEL" buttons are at the bottom.

3. When you are done, click **Save** to complete the absence and have it listed on your **'Absence List'**. You and your replacement will receive a confirmation email that your absence has been successfully created and filled.