

Substitute Quick Start Guide for Aesop[®]

Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar.



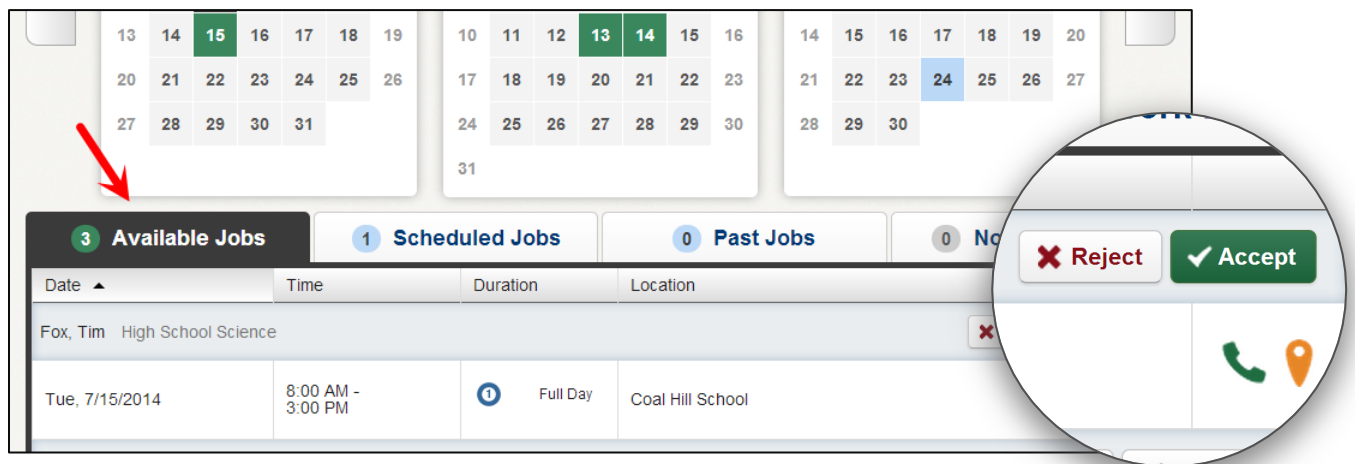
Enter your ID number and PIN; then click **Login**.

Can't remember your login info?

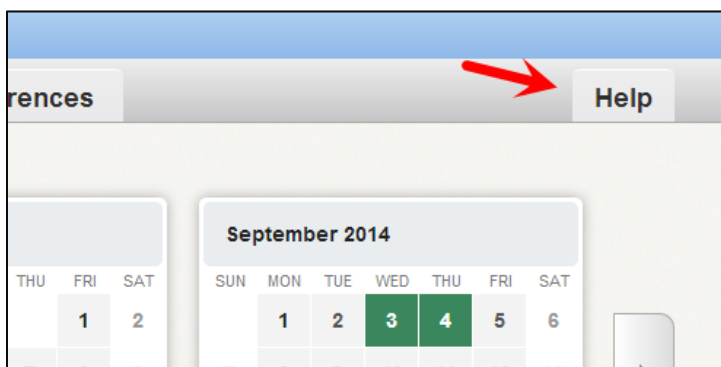
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button instead.



Getting Help and Training

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

Using Aesop on the Phone

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Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Aesop

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – **Press 1**
 - To accept a job – **Press 1**
 - To hear the information again – **Press 2**
 - To reject a job – **Press 3**
 - To listen to the next job – **Press 4**
 - To replay the skipped job – **Press 5**
 - To return to the main menu – **Press 6**
- Review or cancel upcoming jobs – **Press 2**
 - To hear the information again – **Press 2**
 - To review an assignment in the next 7 days – **Press 3**
 - To listen to the next job – **Press 4**
 - To return to the main menu – **Press 6**
- Review or cancel a specific job – **Press 3**
 - Enter the confirmation number followed by the # sign.
 - To cancel a job – **Press 3**
 - To listen to the next job – **Press 4**
- Review or change your personal information – **Press 4**
 - To change the name recording – **Press 1**
 - To change the PIN number – **Press 2**
 - To change the phone number – **Press 3**
 - To return to the main menu – **Press ***

When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, in an effort to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**

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- Tell Aesop the Sub it is trying to reach is not available – **Press 3**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details and you will have the opportunity to accept or reject the job.