

Aesop QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the Aesop system
- Navigate the Aesop Web site
- Find and accept jobs online
- Manage your schedule
- Cancel an assignment
- Manage your availability
- Specify your call times
- Change your PIN
- Manage your personal information
- Select preferred schools
- Find and accept jobs over the phone
- Benefit from Aesop notifications
- View user guides and training videos



* Indicates functions that might not be used by your school

Using Aesop Successfully

Proactively fill your schedule

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.aesoponline.com.

Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify preferred schools and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Find out about available jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but depending on the district's settings, substitutes can discover available jobs days, weeks or even months in advance.

Aesop can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.



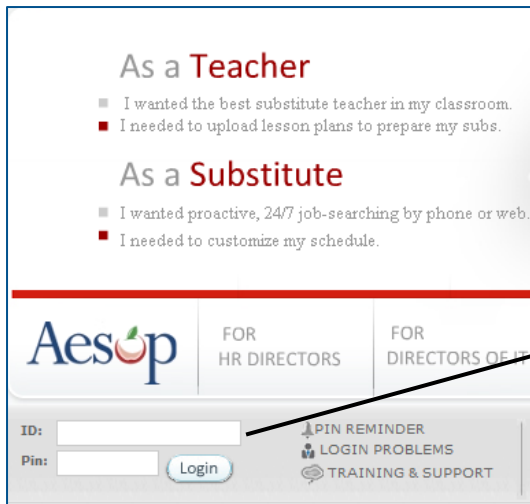
* Indicates functions that might not be used by your school

Online Services

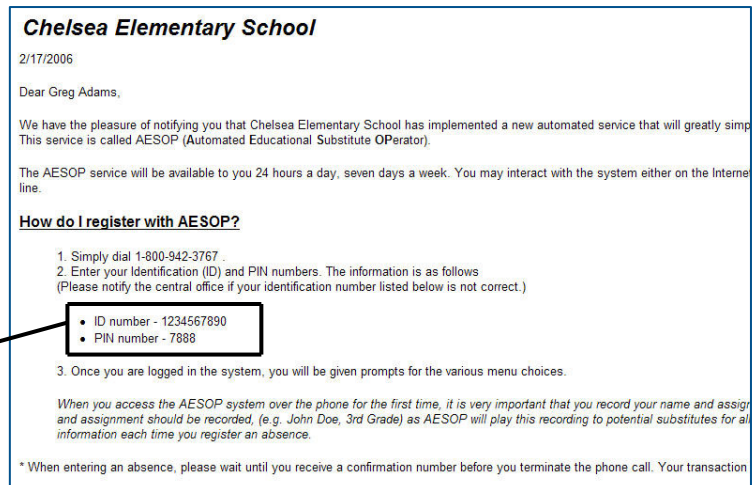
Log on to Aesop

In your Internet browser address bar enter **www.aesoponline.com** and click the **Go** button.

Enter your **ID** and **PIN** from the personalized welcome letter you received from the district.



Aesop Login Page



Personalized Welcome Letter

Home Page

Interactive Calendar

February 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	(27)	28	1	2	3	4

Non-Work Day
Working

Action Menu

- Search for Assignments
- View My Schedule
- Add Non-Work Day
- Tell AESOP When To Call
- Change PIN
- View Personal Information
- Preferred Schools
- Manage Time Sheets
- Quick Start User Guide

Personal Information

Email: jcrilley@aesoponline.com
Phone: (610) 331-1996
Earliest Start Time: 7:30 AM
Latest End Time: 3:30 PM

Message Section

Good afternoon, James Doe Your Rating: (NR)

Search for Assignments

Messages:
Posted: 2/27/2006
Welcome to Aesop! Please click the **Search for Assignments** link to find and accept jobs!

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Date	Time
9292506	Chester County School District	Maple Chester Springs Senior High School	Ortiz, Tony	Phys.ed	140	3/6/2006	7:00 AM 2:00 PM

Assignments requiring feedback

CONF#	District	School	Employee	Title	Room	Date	Time
9573179	Chester County School District	Maple Washington Elementary School	Thompson, Richard	Math	54	2/14/2006	7:00 AM 12:00 PM

Feedback: Enter feedback on this assignment.

Contact Information

Questions
If you have questions about the rules or setup of the system contact **School Secretary** at (800) 942-3767 or email: support@aesoponline.com.

* Indicates functions that might not be used by your school

Find and Accept Assignments Online

Search for Assignments

1. Click the **Search for Assignments** tab on the action menu on the home page to see a list of all available jobs.

Good afternoon, James Doe Your Rating: (NR)

[Search for Assignments](#)

Messages
Posted: 2/27/2006
Welcome to Aesop! Please click the [Search for Assignments](#) link to find and accept jobs!

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Date	Time
B292506	Chester County School District	Map Chester Springs Senior High School	Ortiz, Tony	Phys.ed	140	3/6/2006	7:00 AM 2:00 PM

Assignments requiring feedback

CONF#	District	School	Employee	Title	Room	Date	Time
B573179	Chester County School District	Map Washington Elementary School	Thompson, Richard	Math	54	2/14/2006	7:00 AM 12:00 PM

07/11/06	Washington Elementary School	Woods, Tiger	Phys Ed	Details
07/11/06 (Tue.)	From	To	Duration	School
	07:30 am	03:30 pm	08:00	Map Washington Elementary School
07/14/06	Washington Elementary School	Woods, Tiger	Phys Ed	Details
07/14/06 (Fri.)	From	To	Duration	School
	07:30 am	03:30 pm	Full Day	Map Washington Elementary School
07/17/06	Washington Elementary School	Woods, Tiger	Phys Ed	Details
07/17/06 (Mon.)	From	To	Duration	School
	07:30 am	03:30 pm	08:00	Map Washington Elementary School
07/18/06	Chelsea Elementary School	Adams, Greg	1st Grade	Details
07/18/06 (Tue.)	From	To	Duration	School
	08:00 am	04:00 pm	Full Day	Map Chelsea Elementary School
07/18/06	Evanston Township - Math Dept.	Clark, Bob	Spanish	Details
07/18/06 (Tue.)	From	To	Duration	School
	07:00 am	03:00 pm	Full Day	Evanston Township - Math Dept.

2. Click the **Details** link to view more information on the assignment. For multiple day assignments, Aesop will list the employee's name once and then all dates.

Accept or Reject Assignments

3. Click **Accept Assignment** if you would like to accept the job or **Reject Assignment** if you do not want to accept the job. If you reject the assignment, you will not be able to view it again later. Click **Cancel** to return to the Search for Assignments page.

In order for you to accept this Absence, please click the 'Accept Assignment' button below.

Selected Assignments	Employee	Title	Room	Date	Time	Duration
Map Waldron Elementary	Waldron, Tom	Tech Extrordinaire	Main	Dec 23 2008	8:00 AM-3:30 PM	Full Day

Notes:

4. You will receive a **Confirmation Number** when you have successfully accepted an assignment.

5. You can view any notes left by the employee or the district in the **Notes** section.

You have accepted this Absence. Your Confirmation number is: 9617285

Selected Assignments	Employee	Title	Room	Date	Time	Duration
Map Chelsea Elementary School	Adams, Greg	1st Grade	12	Jul 18 2006	8:00 AM-4:00 PM	Full Day

Notes:

[Lesson Plans](#)

Attachments:

View your [schedule](#) or [cancel this job](#) or [search for more assignments](#).

6. At this point, you can also access any attachments left for you by the district or the employee. Click on the attachment; in the File Download dialog box click **Open** or **Save**.

File Download

Do you want to open or save this file?

Name: Todays Lesson Plans.doc
Type: Microsoft Word Document, 25.5 KB
From: staging.aesoponline.com

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Your home page will automatically be updated with the newly-accepted assignment. The **Interactive Calendar** and the **Upcoming Assignments for the next 30 days** sections will reflect the new information.


* Indicates functions that might not be used by your school

Other Home Page Features

Messages

Any messages from the district office will appear in the **Messages** section.

Messages
Posted: 2/27/2006 Welcome to Aesop! Please click the Search for Assignments link to find and accept jobs!


Upcoming Assignments for the next 30 days							
CONF#	District	School	Employee	Title	Room	Date	Time
9292506	Chester County School District	 Chester Springs Senior High School	Ortiz, Tony	Phys.ed	140	3/6/2006	7:00 AM 3:00 PM

Upcoming Assignments for the next 30 days

Aesop will show you absences you have already accepted up to 30 days in advance. Aesop will also show you the name of the employee and school. A map icon indicates that directions to the school are available from MapQuest.com.

Assignments requiring feedback*

Click the [Enter feedback on this assignment](#) link to write a review regarding the assignment.

Assignments requiring feedback							
CONF#	District	School	Employee	Title	Room	Date	Time
9573179	Chester County School District	 Washington Elementary School	Thompson, Richard	Math	54	2/14/2006	7:00 AM 12:00 PM
Feedback: Enter feedback on this assignment.							

Questions
If you have questions about the rules or setup of the system contact School Secretary ext 10 at (555) 555-5555 or email: suboffice@yourdistrict.org .

Questions

If you have any questions regarding Aesop please contact the individual listed or e-mail the contact at your school district.

* Indicates functions that might not be used by your school

Manage my Schedule

Interactive Calendar

To view your assignment schedule, you can click on the **View my Schedule** tab on the action menu or you can choose a specific date on the **Interactive Calendar**.

Aesop displays two types of days on the calendar:

- **Non-Work Day** – days you have indicated you are unwilling to work
- **Working** – days you are assigned to work



Use the calendar arrows to select different months

* Indicates functions that might not be used by your school

View My Schedule

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a date in the 3-month calendar view, and the weekly schedule will change to that week.

Use the **Change Date** drop-down window to review absences further in the past or future.

The screenshot displays the 'View My Schedule' interface. At the top, there are navigation options: 'Change View: Month View | Go to Current Week'. The main area is divided into three sections:

- Weekly Schedule:** A grid showing assignments for the week of 3/6/2006 to 3/10/2006. The grid has columns for days (Monday, Tuesday, Wednesday, Thursday, Friday) and rows for times (7:00, 8:00, 9:00, 10:00, 11:00, 12PM, 1:00, 2:00, 3:00). A 'CONF#:' entry is visible on Wednesday, and a 'Non-Work Day' entry is on Friday.
- 3-month calendar view:** Three monthly calendars for March, April, and May 2006. A 'Change Date' window at the top right allows selecting a month and year. An arrow points to this window with the text: 'Use the **Change Date** drop-down window to review absences further in the past or future.'
- Absences scheduled for the current month:** A table titled 'Schedule for March 2006' with columns: CONF#, District, School, Employee, Title, Room, Date, Time. An arrow points to this table with the text: 'Absences scheduled for the current month'. Below the table, there are fields for 'Status: Filled', 'Notes: good luck', 'Email: sgurs@aesoponline.com', and 'Cancel:'.

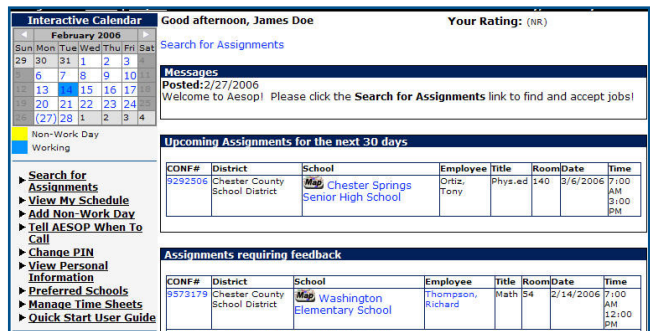
Annotations on the screenshot include:

- 'Weekly Schedule' with an arrow pointing to the weekly grid.
- 'Absences scheduled for the current month' with an arrow pointing to the 'Schedule for March 2006' table.
- '3-month calendar view' with a bracket pointing to the three monthly calendars.

* Indicates functions that might not be used by your school

Remove Myself from an Assignment

First, view your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab on the home page.

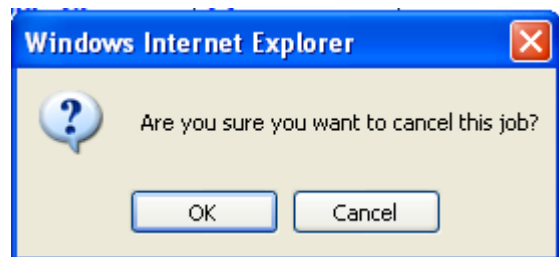


Change View: [Month View](#) | [Go to Current Week](#)

Week View from 12/22/2008 - 12/26/2008					
Add Non-Work Day					
	Monday, Dec 22	Tuesday, Dec 23	Wednesday, Dec 24	Thursday, Dec 25	Friday, Dec 26
7 ⁰⁰			CONF#: 30066224 07:30-11:30 Cancellation:		
8 ⁰⁰		CONF#: 30325157 08:00-15:30 Cancellation: Past Cancellation Time of: 8:00 AM			

You can remove yourself from an accepted assignment or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

A warning message will appear: "Are you sure you want to cancel this job?" Click **OK** to cancel.



Change View: [Month View](#) | [Go to Current Week](#)

Week View from 12/22/2008 - 12/26/2008					
Add Non-Work Day					
	Monday, Dec 22	Tuesday, Dec 23	Wednesday, Dec 24	Thursday, Dec 25	Friday, Dec 26
7 ⁰⁰					
8 ⁰⁰		CONF#: 30325157 08:00-15:30 Cancellation: Past Cancellation Time of: 8:00 AM			

The canceled assignment no longer appears on your calendar or list of assignments.

* Indicates functions that might not be used by your school

Add Non-Work Day

Click on **Add Non-Work Day** on the home page to indicate days or portions of days when you are unable to work.

For a single non-work day, select the date you will be unable to work. Enter a description if desired.

Adjust the **Start Time** and **End Time** if you will be unavailable for only a portion of the day.

You can use the **Repeat Event** feature if you have a recurring unavailability status.

1. Select the date for your first non-work day.
2. Fill in the Start and End Times.
3. Select the date for your last non-work day.
4. Check the box for the day(s) of the week that you will not be between your first and last non-work days.
5. Click **Save** to save your information, **Save and Add Another** to save your changes and create another non-work day, or **Cancel** if you do not wish to save the information.

* Indicates functions that might not be used by your school

Tell Aesop When to Call

Select **Tell Aesop When to Call** on the home page to ask Aesop not to call during certain hours of the day or an entire day. These restrictions will repeat every week until you change or remove the restriction.



Define Call Times

Call Times
Your District has defined available call times:
Morning: 5:30 AM - 10:00 AM
Evening: 4:00 PM - 11:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

Select **Specify call times and** enter the start and end times for when you would like to receive calls. Then select the day(s) of the week for this time range.

Apply changes to save or click **Cancel** to return to the home page. The setting you created will repeat until changed.

Specify Call Times

Start Time
08 AM : 00

End Time
04 PM : 00

Select a day(s)
 Sun Mon Tue Wed Thu Fri Sat

Your new call time will appear on the schedule. If you wish to delete this time, click on the trash can next to the time.



Define Call Times

Call Times
Your District has defined available call times:
Morning: 5:30 AM - 3:30 PM
Evening: 6:00 PM - 10:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Call Anytime	8:00 AM 4:00 PM	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

To create another call time, select **Specify call times** again and repeat the process.

Specify No Call Days

Select a day(s)
 Sun Mon Tue Wed Thu Fri Sat

Select **Specify No Call Days** to choose days when you do not want Aesop to call you.

Select **I Prefer not to be called by Aesop** if you wish never to be called.

* Indicates functions that might not be used by your school

Change PIN

You can change your PIN at any time. The PIN is used both on the Web site and the phone system.

Change your PIN

Current PIN

New PIN

Retype PIN

Apply Changes Cancel

[Need help? PIN Guidelines.](#)

Change Personal Information.

Internal ID 181955

First Name James

Middle

Last Name Doe

Phone (610) 331-1996

E-Mail jcrilley@aesoponline.com

Earliest Start Time 7:30 AM

Latest End Time 3:30 PM

Address

Address 1

Address 2

City

State/Province

Zip

[Edit Info](#)

View Personal Information

Review the demographic information the district has on file for you.

*You can change the information by clicking the [Edit Info](#) link.

* Indicates functions that might not be used by your school

Preferred Schools*

You can choose the school(s) where you are willing or unwilling to work. Click **Preferred Schools** on the action menu of the home page.

First, determine how you want Aesop to use this list. In the header, you can choose to tell Aesop that you're creating a list of schools where you **DO** want to go or a list of schools where you **DON'T** want to go.

Substitute wants to see jobs at schools selected below.

Substitute does not want to see jobs at schools selected below.

Preferred Schools Header

Then click **Apply Changes**.

Next, click the [Add Schools](#) link.

[Return to Homepage](#)

Substitute: Substitute, Sub
Preferred Schools

Show me jobs at schools selected below.

Do not show me jobs at schools selected below.

No records found

Creating a list of schools that you are willing to work at is simple and effective. By modifying this list, you will only be contacted for jobs at locations that meet your requirements.

Step One

- a. Choose whether you would like to
 - designate the schools you **are willing** to go to, OR
 - designate the schools for which you **don't** wish to work.
- b. Click apply changes at the top of the screen.

Step Two

- a. Click the 'Add Schools' link to add new schools to your preferences.
- b. Click the 'selected' checkbox to add schools. Click the 'day of week' checkboxes to determine which days the preference applies to.
- c. Click the apply changes button for the bottom section.

[View Current Schools](#)

Selected	School	Day of Week						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	Appleton Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Chelsea Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Cherry Hill Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chester County Elementary Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Chester County Middle Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

School Selection

Check the box under the Selected column next to the school(s) you wish to select.

Uncheck the days you do not wish this to apply (if necessary).

Click **Apply Changes** to save.

Click [View Current Schools](#) to view your list of preferred schools.



Choose Your Header Wisely

Remember, Aesop will use the schools on this list according to the way you set up the header from the first step above. For example, if the list contains one school, then that school is either 1) the only school where you **will** go, or 2) the only school where you **won't** go, depending on which option you selected in the header.

* Indicates functions that might not be used by your school

Absence Feedback – Substitute Page

Aesop FRONTLINE
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Navigation > Home | Logout Tuesday, March 17 2009

Good afternoon, Test Substitute 2 Assignments are awaiting your feedback.

Interactive Calendar

March 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4	5	6	
8	9	10	11	12	13	14
15	16	(17)	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

■ Non-Work Day
■ Working

- ▶ [Search for Assignments](#)
- ▶ [View My Schedule](#)
- ▶ [Add Non-Work Day](#)
- ▶ [Leave Feedback](#)
- ▶ [View Employees' Feedback](#)
- ▶ [Tell AESOP When To Call](#)
- ▶ [Change PIN](#)
- ▶ [View Personal Information](#)
- ▶ [Preferred Schools](#)
- ▶ [Manage District List](#)
- ▶ [Quick Start User Guide](#)
- ▶ [Basic Training Video](#)
- ▶ [Advanced Training Video](#)

Search for Assignments

Messages
Please call 1-800-942-3767 in order to record your name with AESOP.

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Date	Time
No Assignments found.							

Questions
If you have questions about the rules or setup of the system contact **Sandy Price** at (610) 722-9746 or email: sprice@district.com.

Click to enter Feedback

Click to View Feedback from an Employee

Aesop FRONTLINE
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Navigation > Home > Feedback | Logout Thursday, March 19 2009

[Return to Homepage](#)

Jobs awaiting your Feedback

CONF#	Replacing	School	Start Date	End Date	
26054092	Teacher Fabulous	South Elementary	3/13/2009	3/13/2009	Leave Feedback
26054320	Teacher Fabulous	South Elementary	3/16/2009	3/16/2009	Leave Feedback

Click to leave feedback for this assignment

* Indicates functions that might not be used by your school

Navigation > Home > Feedback | Logout Thursday, March 19
[Return to Home](#)

Feedback about Substitute Experience

CONF#	Replacing	School	Start Date	End Date
26054092	Teacher Fabulous	South Elementary	3/13/2009	3/13/2009

Select an overall score that represents how you would rate the experience you had in this position.

- ★★★★★ (Outstanding)
- ★★★★☆ (Better than average)
- ★★★☆☆ (No complaints)
- ★★☆☆☆ (Lacking)
- ★☆☆☆☆ (Never again)

Please Answer the following questions:
(Questions marked with an * are required)

Notes regarding lesson plans	<input type="text"/>
I also taught	<input type="text"/>
Messages for the permanent teacher	<input type="text"/>
Notes regarding behavior	<input type="text"/>
Students who were absent	<input type="text"/>
Terrific helpers	<input type="text"/>

Rate your experience in the assignment

Answer questions regarding the assignment

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Navigation > Home > Feedback | Logout Thursday, March 19
[Return to Home](#)

Feedback about Substitute Experience

CONF#	Replacing	School	Start Date	End Date
26054092	Teacher Fabulous	South Elementary	3/13/2009	3/13/2009

Select an overall score that represents how you would rate the experience you had in this position.

- ★★★★★ (Outstanding)
- ★★★★☆ (Better than average)
- ★★★☆☆ (No complaints)
- ★★☆☆☆ (Lacking)
- ★☆☆☆☆ (Never again)

Please Answer the following questions:
(Questions marked with an * are required)

Notes regarding lesson plans	all complete
I also taught	<input type="text"/>
Messages for the permanent teacher	<input type="text"/>
Notes regarding behavior	great class
Students who were absent	none
Terrific helpers	<input type="text"/>

Click Save when finished

* Indicates functions that might not be used by your school

Aesop **FRONTLINE**
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Navigation > Home | Logout Monday, March 16 2009

Interactive Calendar

Good morning, Test Substitute

Search for Assignments

Messages
Please call 1-800-942-3767 in order to record your name with AESOP.

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Date	Time
No Assignments found.							

Questions
If you have questions about the rules or setup of the system contact **Sandy Price** at (610) 722-9746 or email: sprice@district.com.

- ▶ Search for Assignments
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- ▶ Advanced Training Video

Click to View Employee Feedback regarding a Substitute's performance

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Navigation > Home > Feedback | Logout Thursday, March 19 2009
[Return to Homepage](#)

Feedback about your Performance

CONF#	Replacing	School	Start Date	End Date	Rating	
26054090	Teacher Fabulous	South Elementary	3/12/2009	3/12/2009	★★★★★	Review Feedback
26054092	Teacher Fabulous	South Elementary	3/13/2009	3/13/2009	★★★★★	Review Feedback

Click to view feedback

Navigation > Home > Feedback | Logout Thursday, March 19 2009
[Return to Home](#)

Feedback about Substitute Performance

CONF#	Substitute	Replacing	School	Start Date	End Date
26054090	Test Substitute	Teacher Fabulous	South Elementary	3/12/2009	3/12/2009

Rating: ★★★★★☆

Was all classroom work collected?	yes
Was classroom work explained satisfactorily?	generally - there were some questions from students
Were any disciplinary issues reported?	no
Was the room left as neat and clean as it was found?	better than I had left it
Did students report that they were treated fairly and consistently?	no problems
General Notes/Comments	fine

* Indicates functions that might not be used by your school

Phone Services

Answering an Aesop call

When Aesop calls, your Caller ID will probably show 1-800-942-3767. Occasionally, it may display a school district name, depending on how the phone company handles the 800 number.

Answer the phone with a "hello." You must speak into the phone, since it is voice activated.

If you hang up on Aesop, the system will wait at least an hour before calling you back.



Listening to the notifications and available assignments

After you answer the phone, Aesop will say: "Hello, I am calling for (your name). If you are interested in a job today, please press **1**. To prevent further calls today, please press **2**. If the substitute that I'm trying to reach is unavailable, please press **3**. To prevent Aesop from ever calling you again, please press **9**."

Press the appropriate key in response.

Aesop will then say: "I'm calling on behalf of (school district), for an assignment at (school). Please enter your PIN Number, followed by the # key."

After you enter your PIN and press the # key, Aesop will play any Substitute Notifications, such as canceled absences and changed start or end times.

For each available assignment, Aesop will provide the details, including the number of days of the assignment, the school name, the name and title of the absent teacher, the start and end times and the room or office to report to.

Responding to the offer

After you have heard the details of the assignment, you will be prompted to choose **1** to accept the job, **2** to hear it again, **3** to reject it but allow further phone calls, or **4** to reject the job and prevent more calls that day.

If you accept the job, Aesop will read the Confirmation Number. If you reject a job, Aesop will still call you back, even within 15 minutes, if other jobs need to be filled.

* Indicates functions that might not be used by your school

Receiving Notifications

You may receive notifications by phone, web or e-mail for the following:

- A single-day absence is canceled
- All days of a multiple-day absence are canceled
- You are removed from an assignment
- You are chosen as a preferred sub

Web Notification*

Notifications for the above reasons will appear on your home page when you login to Aesop. You will need to click the **Confirm Notifications** button to confirm you have read the notice before you can do anything else within the site.

Good morning, James Crilley
Substitute Notification Page

You must click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.

Notifications for Chester County School District
REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Assignment(s).

Assignment #	Removed Date/Time	Employee Name
9545521	2006-03-07 09:35	Adams, Greg
Date	Start	End
2006-03-08	08:00	16:00
Location		
Chelsea Elementary School		

You must click the CONFIRM button to indicate you have read the preceding notifications.

Aesop will show you a confirmation page indicating you have successfully confirmed the Web notification. Click the [here](#) link to return to your home page.

Good morning, James Crilley
Substitute Notification Page

1 entries were confirmed.

No notifications found.
Click Home (on the navigation line) or the Back button or [here](#) to continue.

Notification Confirmation

E-mail Notification*

If Aesop has your e-mail address on file, you may receive notifications through e-mail.

E-mail notifications ONLY are sent for the following:

- The start date changes
- You are assigned to a job

You have been removed as the substitute for the job starting on 03/08/2006.

The following are the details of the job:

Job Summary

Starting on : 03/08/2006
School : Chelsea Elementary School
Title : 1st Grade
Masonry : Adams, Greg
Substitute : not assigned yet
Confirmation No. : 9545521

Job Days

School Date From To

Chelsea Elementary School 03/08/06 8:00AM 4:00PM

Click the following link to CONFIRM you have received this email.
Clicking will also stop future notification attempts (emails and/or phone calls)
<http://www.aesoponline.com/confirmnotification.asp?JOB=105306&UID=693444&T=1&SID=1560628&OK=9545521&W=20>

Please do not reply to this system generated message. If you need help or have additional questions, please send an email to <mailto:support@aesoponline.com>.

Thank you for using the substitute assignment system. Powered by AESOP.

E-mail Notification

Phone Notification

If you call in to Aesop, you will be informed of any substitute notifications before you hear available assignments. If you have not responded to any e-mail, web or phone notifications, Aesop will call you with the notification at your normally preferred call time.

NO notifications are sent for following:

- Any changes to the times of an absence
- A date other than the first day of the absence changes
- Days are added to an absence
- A day is closed within a multiple-day absence (even if it's the first day)

* Indicates functions that might not be used by your school


User Guides and Training Videos

QuickStart User Guide

Print out your [Web Guide](#) and the [Phone Guide](#).

[Web Guide](#) (Revised January 2006)
[Phone Guide](#) (Revised January 2006)

Adobe Acrobat reader is required to view the manual.



Basic Training Video

Watch a short video to help you get started with Aesop.

Advanced Training Video

This video walks you through many of the basic functions of Aesop covered in the QuickStart Guide.



* Indicates functions that might not be used by your school