

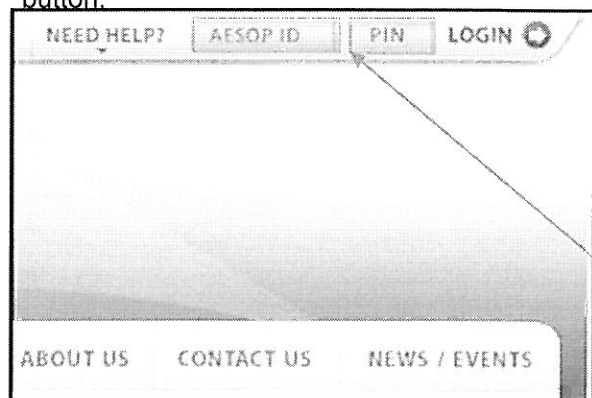
Aesop

Aesop QuickStart Guide for Substitutes

Online Services

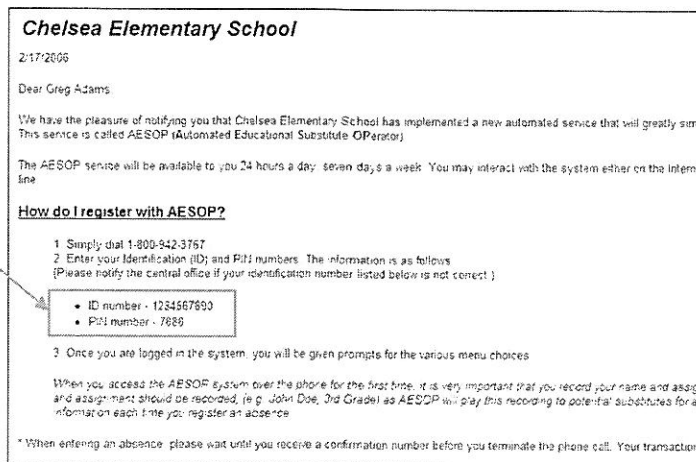
Log on to Aesop

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



Aesop Login Page

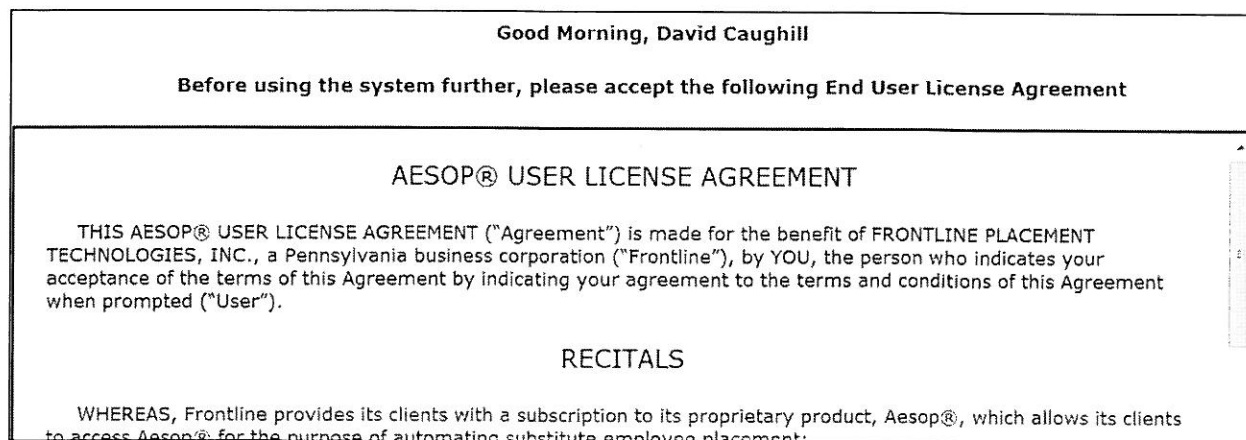
Enter your **ID** and **PIN** from the personalized welcome letter you received from the district.



Personalized Welcome Letter

Aesop User License Agreement

The first time you log into Aesop you will have to agree to the terms of use. Please read through the terms and click the "I Agree" button at the bottom of the page. You will not be able to access Aesop online without agreeing to these terms.



* Indicates functions that might not be used by your school

Home Page

Interactive Calendar

December 2009

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 29 | 30 | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | | |
| 14 | 15 | 16 | 17 | | | |
| 21 | 22 | 23 | 24 | 25 | | |
| 28 | 29 | 30 | 31 | 1 | 2 | |

Non-Work Day
Work Day

Action Menu

- ▶ Search for Jobs
- ▶ 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

Personal Information

Email: derby@aesoponline.com
Phone: (999) 555-9999
Earliest Start Time:
Latest End Time:
[View Personal Information](#)

Good Morning, Brown Derby 1 Assignment is awaiting your feedback.

Search for Jobs

Messages

Posted: 12/25/2009

Have a Merry Christmas and a Happy New Year! 🎄

Upcoming Assignments for the next 30 days

| CONF# | District | School | Employee | Title | Room | Location | Date | Time |
|----------|-----------------------------|--|------------------|-------------------|-------------|----------|----------|---------------------|
| 43466411 | Massanutten School District | <i>Mis</i> Killy Court High School - No Nuts | Francis Brad | Music | Main Office | | 1/4/2010 | 8:00 AM 12:00 PM |
| 43477176 | Massanutten School District | <i>Mis</i> Killy Court High School - No Nuts | Shelby Michael | Swim Instructor | Main Office | | 1/9/2010 | 8:00 AM 3:30 PM |
| 43477178 | Massanutten School District | <i>Mis</i> Killy Court High School - No Nuts | Jordan Jeannette | 8th grade english | Main Office | | 1/6/2010 | 8:00 AM 12:00 PM |

Questions

If you have questions about the rules or setup of the system contact **Joseph Cappellini** at (999) 743-1098 or email: jcappellini@frontlineplacement.com.

* 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. The important factor is the number. If the phone number is Aesop's 1-800 number, it is a call about a job in a district you work in.

Answer the phone with a "hello." You must speak into the phone. Aesop is voice activated and will hang up if it does not detect your response.

If you hang up on Aesop, or if Aesop gets your answering machine/voice mail, 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, in this case, press **1** to hear about the job(s).

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 and no other substitute has accepted the job in the meantime, 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



NOTE: Aesop will not leave details of jobs or notifications it was calling you about on an answering machine/voicemail. If you miss a call, you can always call right back into Aesop and hear that same information if it is still available at the time you call back in.

Receiving Notifications

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

- A single-day absence is canceled or modified
- Any or All days of a multiple-day absence are canceled
- The times of any day in an absence is modified
- You are completely removed from a job
- You are assigned to a job

Web Notification*

Notifications for all of 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. **Web notifications will be posted for all of the reasons listed above.**

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 Massanutten School District
REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Jobs.

| Confirmation # | Removed Date/Time | Employee Name |
|----------------|--------------------|---------------|
| 42481014 | 12/30/2009 8:07 AM | Dobler, Lloyd |

| Date | Start | End | Room |
|---------------------|------------|------------|--------------------|
| 2009-12-31T00:00:00 | 8:00:00 AM | 4:00:00 PM | Catastrophe Canyon |

>Job Modified notifications: The Following Jobs have been Modified.

| Job# | Assigned Date/Time |
|----------|--------------------|
| 43480535 | 12/30/2009 8:07 AM |

| Date | Start | End | Room |
|---------------------|------------|------------|----------------|
| 2009-12-30T00:00:00 | 8:30:00 AM | 3:00:00 PM | Kingdom of Nye |

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

Substitute Notification Page

2 entries were confirmed.

No notifications found.

Click Home (on the navigation line) or the Back button or here to continue.

Aesop will show you a confirmation page indicating you have successfully confirmed the Web notification.

E-mail Notification*

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

Email notifications are sent for all of the reasons listed above

A following job that you are assigned to starting on 01/27/2010 has been modified.

The following are the details of the job:

Job Summary

Starting on: 01/27/2010
School District: Eagle Trace High
Title: Middle English
Teacher: Romano, Nicolai
Room: Derby, Brown
Confirmation #: 4320525

Job Days

| School | Date | From | To |
|------------------|------------|--------|--------|
| Eagle Trace High | 01/27/2010 | 9:00AM | 4:00PM |

Click the following link to confirm you have received this email.
Clicking will also stop future notification attempts (email and/or phone calls):
<http://www.aesop.net/confirm.asp?ID=12726&ID=411581307-485105556A2080e42725750a20>

Please do not reply to XPS System generated message. If you need help or have additional questions, please send an email to hr@aesop.net.

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

Phone Notification*

Aesop can call you when you are completely removed from an absence. These calls are typically placed in the evening up to 2 nights in advance, but these calls can take place in the morning if you are removed from an absence that starts that same morning. **Phone notifications are ONLY placed when you are completely removed from an absence. Phone notifications are not made if the job is modified.**

Notification Confirmation



NOTE: No phone notifications are sent if a day is "closed" within a multiple-day absence (even if it's the first day). This most commonly happens when school is closed due to weather (i.e. Snow Day). If school could possibly be closed due to weather, it is **your responsibility** to check your local news sources for information on whether or not you should report for your job that day. Aesop will not necessarily be up-to-date with this crucial information.

* 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 March 2009)

- **Phone Guides**

[English](#) (Revised January 2007)

[French \(NEW\)](#) (Revised November 2009)

[Spanish \(NEW\)](#) (Revised November 2009)

Adobe Acrobat reader is required to view the manual.

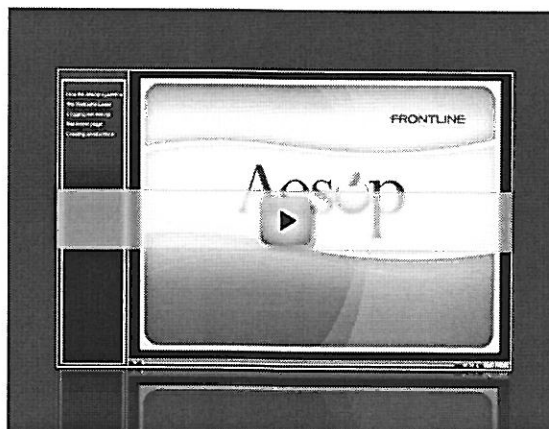


Basic Training Video

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.



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