

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
- Find and accept jobs over the phone
- Benefit from Aesop notifications



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.aesopeducation.com.

Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but 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 they can enter their absences very far in advance. Depending on the district's settings, substitutes can discover available jobs days, weeks, or even months in advance.

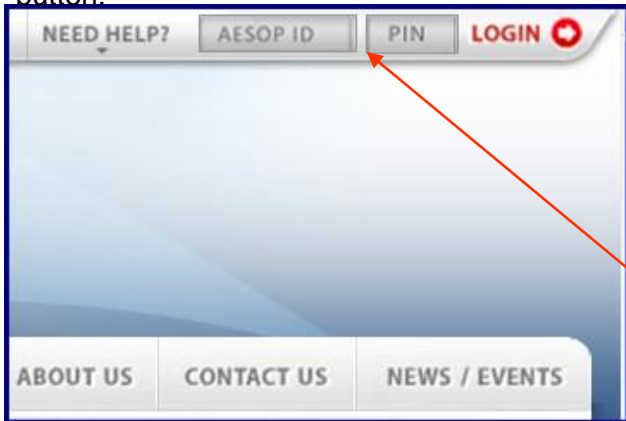
Aesop can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.



Online Services

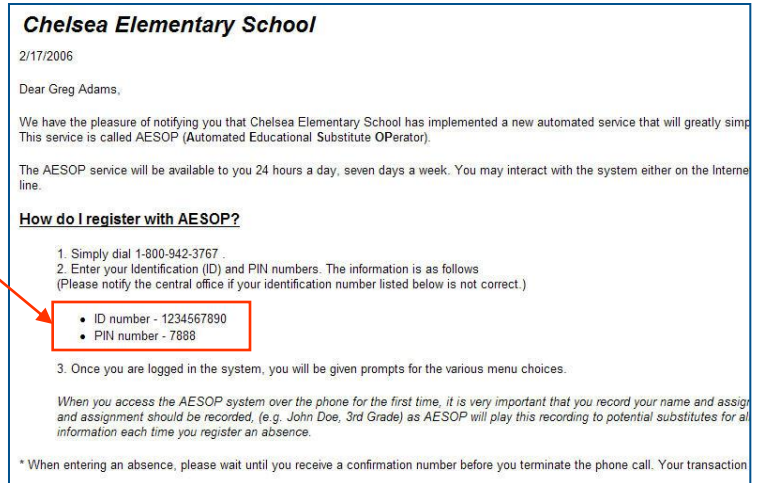
Log on to Aesop

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.



Substitute QuickStart User Guide

Home Page

Interactive Calendar →

Action Menu {

- ▶ Search for Jobs
- ▶ View My Schedule
- ▶ Add Non-Work Day
- ▶ Setup Calling Times
- ▶ Change Pin
- ▶ View Personal Information
- ▶ Preferred Schools
- ▶ Manage District List

User Guides

- ▶ Quick Start User Guide
- ▶ Basic Training Video
- ▶ Advanced Training Video

Personal Information →

Email:
 Phone: (555) 555-3306
[View Personal Information](#)

Good Morning, Portland Public Substitute

[Search for Jobs](#)

Messages
 Posted: 6/20/2011

Welcome to Aesop!!!

Click [HERE](#) to view the Aesop QuickStart Guide specifically for Portland Public Schools.

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
69045882	Portland Public Schools	Abernethy	Public Employee, Portland	LA/SS	Main Office	5039166190	6/22/2011	8:15 AM 3:15 PM
69045882	Portland Public Schools	Abernethy	Public Employee, Portland	LA/SS	Main Office	5039166190	6/24/2011	8:15 AM 12:00 PM
69045882	Portland Public Schools	Abernethy	Public Employee, Portland	LA/SS	Main Office	5039166190	7/1/2011	11:30 AM 3:15 PM
69045882	Portland Public Schools	Abernethy	Public Employee, Portland	LA/SS	Main Office	5039166190	7/8/2011	8:15 AM 3:15 PM

Message Section ←

Upcoming Assignments ←

Contact Information ←

Question
 For assistance with the system contact your Aesop Administrator **The Substitute Office**, at (503) 916-3330 or ppssub@pps.k12.or.us.

Find and Accept Assignments Online

Search for Assignments

1. Click the **Search for Jobs** tab in the action menu on your home page or just below your name to see a list of all available jobs.

Good Morning , Portland Public Substitute

Search for Jobs

Messages
Posted: 6/20/2011
Welcome to Aesop!!!
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69045882	Portland Public Schools	Abernethy	Public Employee, Portland	LA/SS	Main Office	5039166190		7/1/2011	11:30 AM 3:15 PM
69045882	Portland Public Schools	Abernethy	Public Employee, Portland	LA/SS	Main Office	5039166190		7/8/2011	8:15 AM 3:15 PM

Search again

Sort By... Date/School Date/(Employee) School/Date (Employee)/Date

Current Assignments Available

Start Date	Starting School	Employee	Title	View
01/07/10	Killy Court High School - No Nuts	Romney, Mitt	Elem. English	Details
Date	From To	Duration	School	
01/07/10 (Thu.)	8:00:00 AM 3:30:00 PM	Full Day	Killy Court High School - No Nuts	Details
01/27/10	Eagle Trace High	Romanov, Nicolai	Middle English	Details
Date	From To	Duration	School	
01/27/10 (Wed.)	8:00:00 AM 4:00:00 PM	Full Day	Eagle Trace High	
02/24/10	Killy Court High School - No Nuts	Francis, Brad	Music	Details
Date	From To	Duration	School	
02/24/10 (Wed.)	8:00:00 AM 3:30:00 PM	Full Day	Killy Court High School - No Nuts	

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 Job** if you would like to accept the job or **Reject Job** 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** if you are not making a decision at this time to accept or reject the job.

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

Selected Jobs	Employee	Title	Room	Location	Phone	Date	Time	Duration
Eagle Trace High	Romanov, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day

Notes:

4. You will receive a **Confirmation Number** when you have successfully accepted an assignment. **You should bring this confirmation number with you to the school when you start the job.**

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

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**.

You have accepted this Absence. Your Confirmation number is: 43224525

Selected Jobs									
School	Employee	Title	Room	Location	Phone	Date	Time	Duration	
Eagle Trace High	Romaney, Nicolai	Middle English	Main Office			January 27 2010	8:00 AM-4:00 PM	Full Day	

Notes:

Attachments:

[Test File 2](#)

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

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

Open Save Cancel

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.

Other Home Page Features

Messages

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

Messages
Posted:6/20/2011
Welcome to Aesop!!!
Click HERE to view the Aesop QuickStart Guide specifically for Portland Public Schools.

Upcoming Assignments for the next 30 days								
CONF#	District	School	Employee	Title	Room	Location Phone	Date	Time
43466411	Massanutten School District	 Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM 12:00 PM
43477176	Massanutten School District	 Killy Court High School - No Nuts	Phelps, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM 3:30 PM
43477178	Massanutten School District	 Killy Court High School - No Nuts	Norwin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM 12:00 PM
43224525	Massanutten School District	 Eagle Trace High	Romanov, Nicolai	Middle English	Main Office		1/27/2010	8:00 AM 4:00 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 Googlemaps.com. Clicking on the “map” icon will open your default web browser and display the school on a map.

Questions

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

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 .

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/hours you have indicated you are unable to work
- **Working** – jobs for which you are scheduled to work

Interactive Calendar						
January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	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	5	6

Use the calendar arrows to select different months

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 numbered day 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, it shows 'Change View: Month View | Go to Current Week' and 'Week View from 1/4/2010 - 1/8/2010'. The main area is a weekly schedule grid with columns for Monday, Jan 4, Tuesday, Jan 5, Wednesday, Jan 6, Thursday, Jan 7, and Friday, Jan 8. The grid shows assignments for various times (7:00 AM to 4:00 PM). On Monday, Jan 4, there are three cancellations (CONF# 43466411, 43477176, 43477178) from 8:00 AM to 12:00 PM. On Friday, Jan 8, there is a 'Non-Work Day' from 8:00 AM to 4:00 PM. To the right of the weekly schedule is a 'Change Date' window with a dropdown menu set to 'January' and '2010'. Below this are three 3-month calendar views for January, February, and March 2010. A bracket on the right side of these calendar views is labeled '3-month calendar view'. At the bottom of the interface is a table titled 'Schedule for January 2010' with columns for CONF#, District, School, Employee, Title, Room, Location, Date, and Time. The first row shows CONF# 43466411, District Massanutten School District, School Kelly Court High School - No Nuts, Employee Francis, Brad, Title Music, Room Main Office, Location, Date 1/4/2010, and Time 8:00 AM 12:00 PM. Below the table are fields for Status (Filled), Notes, Email (jfrancis@frontlineplacement.com), and Cancel.

Weekly Schedule

Absences scheduled for the current month

3-month calendar view

Add Non-Work Day

Click the **Add Non-Work Day** link on your action menu to indicate days or portions of days that you are unavailable 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.

Add Non-Work Day

Date
4/12/2010

Description
My Birthday


Start Time
8 AM : 00

End Time
4 PM : 00

Repeat Event

Until
[Date Picker]

Every
 Monday Tuesday Wednesday
 Thursday Friday
 All Week

 **The Districts expectation is that you have full time availability to work. If a permanent unavailability is entered by you on the system we will take this as an indication that you are not available to sub for PPS.**

Deleting a Non-Work Day

You are able to delete any Non-Work day that has not already started.

To delete a single Non-Work day, find the Non-Work day on your Interactive Calendar and click on it. You will be brought to the weekly view for that week. Click on the single trash can icon for that day to delete that single day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					
10:00 AM					

You are now available to work this day.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM		Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					

To delete an entire repeating Non-Work day, click on the trash can with the arrows pointing away from it. This will delete the selected Non-Work day as well as all other Non-Work days that were created at the same time.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM	Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM		Non-Work Day: Vacation 8:00 AM-4:00 PM	Non-Work Day: Vacation 8:00 AM-4:00 PM
9:00 AM					

You are now available to work on every Non-Work day that was deleted.

	Monday, Feb 15	Tuesday, Feb 16	Wednesday, Feb 17	Thursday, Feb 18	Friday, Feb 19
7:00 AM					
8:00 AM					
9:00 AM					

Tell Aesop When to Call

Select **Tell Aesop When to Call** to review the District defined call times.



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

Next Cancel



Any modifications you make to the call out times as defined by the District will be removed from your profile.

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

[Need help? PIN Guidelines.](#)


Change Personal Information.

Internal ID 556620
 First Name Brown
 Middle
 Last Name Derby
 Phone (999) 555-9999
 E-Mail derby@aesoponline.com

Calendar Earliest Start Time
 Calendar Latest End Time

Resume and Photograph

Resume No Resume on file

Photo 

Address


Address 1
 Address 2
 Address 3
 Address 4
 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.

 NOTE: You will only be allowed to edit the information the district allows you to edit. If you need to edit any information that you are unable to edit on this page, please contact your district's Aesop Administrator.

Phone Services

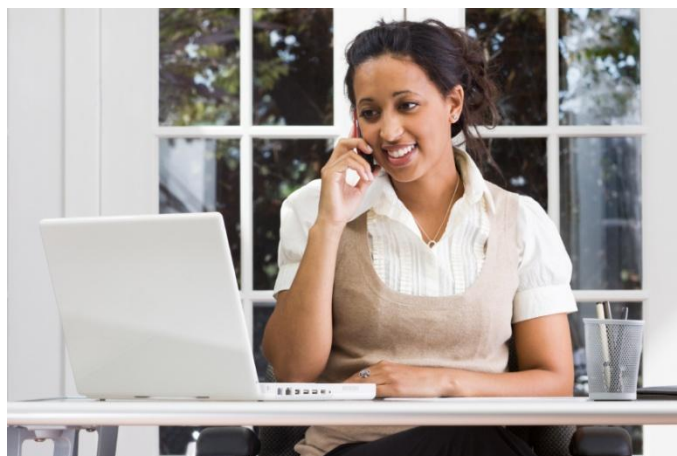
Answering an Aesop call

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.

When Aesop calls it will ring for 30 seconds. If you have an answering device make sure the setting is set to pick up calls after the fourth ring.



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.

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.

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.

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	
43481014	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		
43480936	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         : Romanov, Nicolai
Substitute      : Derby, Brown
Confirmation #   : 43224525

*****
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 (emails and/or phone calls)
http://www.aesoponline.com/confirmpnotification.asp?JOBID=11794&NID=4119853&T=4&SID=55662080K=43224525&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:icappellin@frontlineplacement.com.

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.