When you call Aesop

To Review or Change your Personal Information, Press 4

- To review or change your name recording, Press 1
- To change your Pin number, Press 2
- To change your phone number, Press 3

Special Things to Note

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will not leave a message on your home answering machine.
- Please say “hello” in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press 2 - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.
When you answer the phone, say “Hello” and Aesop will present the following options:

If you are interested in a job, Press 1

Aesop will play you the School District Name and the School Name.

Enter your PIN number followed by the pound key (‘#’)

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press 1
- To hear the assignment again, Press 2
- To reject but allow additional calls today, Press 3
- To reject this assignment and prevent additional calls today, Press 4

When you have successfully accepted an assignment, Aesop will play back the confirmation number.

To prevent further calls today, Press 2

If you are unavailable, Press 3

To prevent Aesop from ever calling, Press 9

- If you select this option then Aesop will never call you again.

Available 24/7