Stamford Public Schools
Aesop Training
Substitutes
June 2016
How Aesop Works

• Video:
  http://help1.frontlinek12.com/customer/portal/articles/2178862-how-aesop-works-video-?b_id=10972
Accessing Aesop

• Phone Number: 1-800-942-3767

• Website: www.aesoponline.com

• Mobile Website: m.aesoponline.com

• App: Jobulator
  – $5.99/month or $49.99/year
  – https://www.jobulator.com/
    for more info
Basics of the Aesop Substitute Website

• Video:

• Topics:
  – Logging in to Aesop
  – The Substitute’s Home Page
  – Searching for Available Jobs
  – Viewing and Editing Personal Information
  – How to Change your Pin
  – Where to find Help Resources
Advanced Features of the Aesop Substitute Website

• Video:

• Topics:
  – Viewing Scheduled Jobs
  – How to Create Non-Work Days
  – Viewing Job History
  – Setting up Substitute Preferred Schools
  – Editing Call Times
  – How to Turn Off Calling
Logging in to Aesop

• In your Welcome Letter
  – ID: 10 Digit Phone Number
  – Pin: 4 or 5 digits

• Can’t Remember Your Pin?
  – Click Pin Reminder

• Can’t Remember Your Login Info?
  – Click Login Problems
The Substitute’s Home Page

- **Available Jobs** - Green
- **Scheduled Jobs** - Blue
The Substitute’s Home Page

• **Available Jobs - Green**
The Substitute’s Home Page

- Scheduled Jobs - Blue
Accepting an Available Job

• Review the List of Available Jobs
• To Accept an Available Job, Click on the Green Accept Button next to the Job
Tips for Finding Jobs in Aesop

• Be Proactive!
  – Log in to Aesop on the web
  – Call IN to Aesop to find available jobs
Viewing a Scheduled Job

• Scheduled Jobs Tab
  – Name of the Employee, Title, School
  – Date and Time, Duration
  – View Attachments by clicking on the Paper Clip icon
Canceling a Scheduled Job

• To Cancel a Scheduled Job, Click on the Red Cancel Button next to the Job; then Click Yes to Confirm
Adding a Non Work Day

- Non Work Days Tab
- To Add, Click Add Non-Work Day Button

- Enter Date, Repeating?, From-To or All Day, and Reason
- Click Save
Removing a Non Work Day

• Non Work Days Tab
• To Remove, Click Red Remove Button next to the Non Work Day
Viewing History

• History Tab
• View Past Jobs and Past Non Work Days
Preferred Schools List

- Preferences Tab – Schools
- To identify the schools that you’d like to be offered jobs for
- 2 Options:
  - Show me assignments at the schools selected below
  - I don’t want to see assignments at the schools selected below
- Defaults to All Schools
SPS Call Times

• Morning Calls
  – 6:00 A.M. to 1:00 P.M.
  – Available Jobs for the Same Day

• Evening Calls
  – 4:00 P.M. to 10:00 P.M.
  – Available Jobs within the Next 2 Days
View and Edit Call Times

- Preferences Tab – Call Times
- Click Edit at Bottom of Each Day to Change your Individual Call Preferences
Turn Off Calls

• To Turn Off Calls Completely, click No under “Accept Phone Calls for Available Jobs?” at the top of the screen.

• Note: Turning off calling in Aesop means you won’t receive any notification calls (i.e. changes to scheduled jobs)
When Aesop Calls You

• Listen to Available Jobs – Press 1
• Prevent Aesop from Calling Again Today – Press 2
• Prevent Aesop from Ever Calling Again – Press 9
• Note: 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.

• 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.
When Aesop Calls You

• Your responses to calls from Aesop will affect the calls you receive in the future
  – You need to respond, even if it is to reject the job.
  – If Aesop gets your voicemail, the system will keep calling you.
  – If you answer and hang up, the system will keep calling you.

• These behaviors will result in your Aesop profile going into reduced calling mode
When You Call Aesop

• Call Aesop at 1-800-942-3767
• You will 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
  – Review or Cancel Upcoming Jobs – Press 2
  – Review or Cancel a Specific Job – Press 3
  – Review or Change Your Personal Information – Press 4
Cutoff Times for Accepting Jobs

• Jobs can be accepted up through one (1) hour past when the job has started.

• If you have accepted a job that has already started:
  – Contact the school office to let the school know you are on your way
  – Report to the job as soon as possible
Cutoff Times for Cancelling Jobs

• Jobs can be canceled up until two (2) hours before the job starts.

• If you cancel a job within 12 hours of the job starting, you will not be able to accept another job for that day.

• If you need to cancel a job within two (2) hours of the job starting, please contact Pat Cunningham immediately.
Viewing and Editing Personal Information

- Preferences Tab – Personal Info
- You may edit your E-mail Address and Phone Number Only
- If other information needs to be updated, contact Pat Cunningham
How to Change your Pin

• Preferences Tab – Change Pin
• 4 or 5 digits
Learning Center

• Click the HELP icon at the top right of the screen to access the Learning Center

• Answers to Questions  ???

• Articles and Videos about what you can do with Aesop
SPS’s Aesop Administrator

Patricia Cunningham-Johnson, HRIS Assistant
- PCunningham@StamfordCT.gov
- (203) 977-4101
- 6:30 A.M. – 3:30 P.M., Mon - Fri