



TOC 24/7, featuring Aesop technology

TOC 24/7 Employee User Notes

Log On:

- Click on the [Teachers On Call link](#) from School District Home Page (or log onto www.FrontlineK12.com/Aesop).
 - Log in with your personal ID number and PIN number
- **or** Call Aesop's toll-free phone number (**1-800-942-3767**).
 - Log in by keying your personal ID (then pound key - #); and PIN (then pound key - #) as noted on your Welcome Letter.
- **or** call TOC 24/7's toll-free phone number (**1-800-713-4439**). (Office staffed M-Th 6am-6pm, F 6am-5pm.)
 - Call us directly for last-minute or mid-day emergencies, or if you are having any challenges logging on.
 - *(Note: Creating an absence using one of the first two options above enters the absence into the automated system faster, and substitutes will be able to see it within one second.)*

Create an Absence:

- Click [Create Absence](#) tab (bottom of page) or [Absence](#) tab (top of page).
 - Select the date(s) of your absence on your interactive calendar.
 - Multiple days: click on dates individually or click-and-drag to select a range of dates.
 - Select "Yes" if a substitute is required.
 - Choose the Absence Reason in the drop down menu.
 - Specify the time of the absence - Full Day, Half Day AM, Half Day PM, or Custom.
 - If you need a substitute for a time period that is different than your absence, click the link in the circle to specify for the substitute his/her report times.
 - Select Full Day, Half Day AM, Half Day PM, or Custom.
 - Please note that Teachers On Call pays substitutes for half day or full day.
 - Add Notes:
 - Notes to Administrator: basic notes for the reason of your absence
 - Notes to Substitute: basic lesson plan notes or activities in your classroom
 - These are viewable by all substitutes considering this absence opportunity, so please do not put in student-related or confidential information.
 - File Attachments:
 - Upload lesson plans or other files to prepare a substitute to work in your classroom.
 - "Drag and drop" files into the "File Attachments" box, or choose a file to upload.

- Click “Create Absence”, “Create & Assign Sub”, or “Cancel”.
 - To assign a particular sub to your absence, click “Create & Assign Sub”.
 - Find the name of the substitute you want, either by typing and searching the name or by clicking on “View List of Substitutes”.
 - Click on “Assign” only if the sub verbally agrees. If the name is not on the list, this sub is not available for that day(s).
- For Itinerant Employees, see the “Itinerant Employees” section of the Employee Web User Guide via the [Help](#) tab.

View My Current Schedule:

- Navigate your interactive calendar.
 - School Closed Days are coded red – you cannot create an absence for these days.
 - In-Service Days are coded yellow – you may create an absence for these days, but cannot request a substitute.
 - Absences you created are coded blue – you may click on this date to see details of the absence that you created.
- See [Scheduled Absence](#) tab to view upcoming absences.
 - Note the Approval status next to the confirmation number. This will read either Unapproved (yet to be reviewed), Approved, Denied, Partially Approved (approved by one or more approvers, but not yet final) or No Approval Required.
- See [Past Absences](#) tab to view absence history.
- To cancel an absence, find the absence on the [Scheduled Absence](#) tab or on the calendar (blue-coded day), and click the “Delete” button.

Manage My Account:

- Click the [Account](#) tab or click on your [name](#) (top bar).
 - [Personal Info](#)
 - [Change Pin](#)
 - [Shared Attachments](#) are generic notes about your classroom to be automatically attached to every absence you create.
 - [Preferred Substitutes](#) will be given preferential viewing to accept your absences.
 - Select your favorite substitutes by typing in each substitute’s name, and clicking “Add Substitute to List”.
 - Rank order your favorite five; they will be notified of your opportunity immediately. Click “Save Changes”.
 - [Excluded Substitutes](#) will not see opportunities for your classroom. Type in the substitute’s name, click “Add Substitute to List”, and click “Save Changes”.
 - [Absence Reason Balances](#) shows your balance for specific absence reasons.

Explore Other Features:

- Click the [Feedback](#) tab to answer short questions and enter a rating (1-5 stars) for the substitute’s performance.
- [Help Tab](#)
 - Access User Guide
 - Call Teachers On Call (1-800-713-4439) for direct help.