



Phone System Instructions for Substitutes

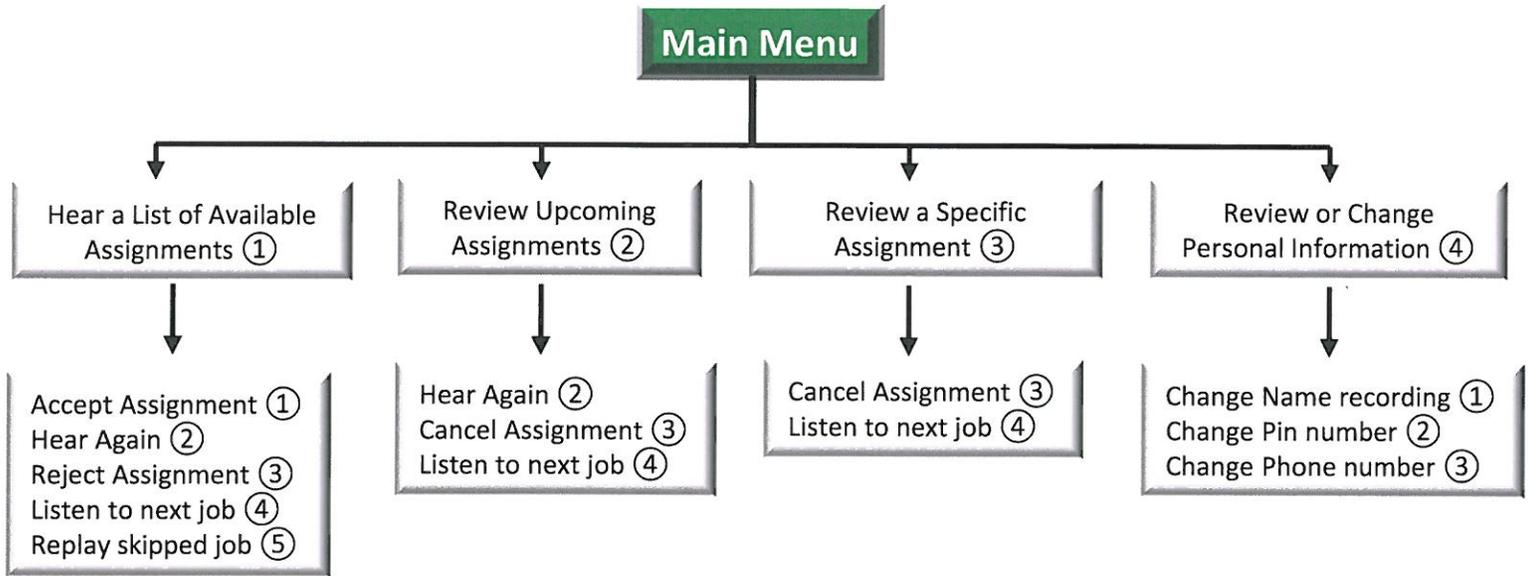
1.800.942.3767

Learn how to:

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system



www.FrontlineK12.com/Aesop



Aesop Phone Menu at a Glance

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.

1.800.942.3767

When Aesop calls you

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.

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When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')

Pressing the star key ('*') will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press ①

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

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

When you call Aesop

To Review or Cancel your Upcoming Assignments, Press ②

- To review your assignments for the next 7 days, Press ③
- To return to the previous menu, Press *
- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ③

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

Please note that some options may not be available to you.

Available 24/7

1.800.942.3767