Aesop QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the AESOP System

- Find and accept available jobs

- View your schedule

- Remove yourself from an accepted assignment *

- Manage your call times

- Manage your Availability

- Manage your personal information

- Select preferred schools

- Understand AESOP Notifications

Teacher and Substitute Login Page

* Indicates functions which might not be used by your school.

Log on to Aesop

In your Internet browser address bar enter:
www.aesoponline.com and click **Go** button.

Enter your ID and Pin numbers from your
personalized Welcome Letter you received from the
district.
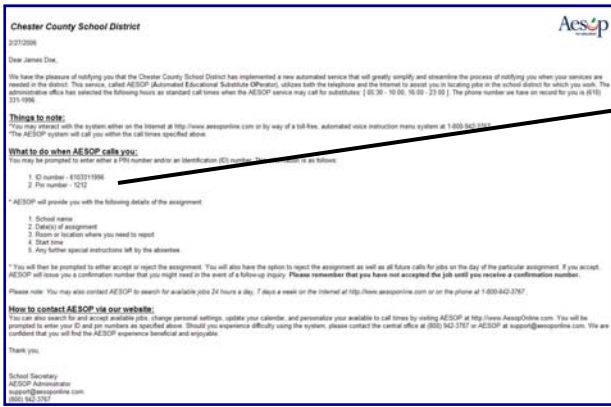
Personalized Welcome Letter

Aesop Login Page

Home Page

Interactive Calendar

Message Section

Action Menu

Upcoming Assignments

Absence feedback*

Personal Information

Contact Information

* Indicates functions which might not be
used by your school.

Messages

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

Messages
Posted: 2/27/2006
Welcome to Aesop! Please click the **Search for Assignments** link to find and accept jobs!

Upcoming Assignments for the next 30 days

Aesop will show you absences you have already accepted for up to 30 days in the future. Aesop will also show you the name of the employee and school. A map icon indicates you can get directions to the school from MapQuest.com.

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Date	Time
9292506	Chester County School District	Map Chester Springs Senior High School	Ortiz, Tony	Phys.ed	140	3/6/2006	7:00 AM 3:00 PM

Assignments requiring feedback*

Click **Enter feedback on this assignment** link to write a review regarding the assignment.

Assignments requiring feedback

CONF#	District	School	Employee	Title	Room	Date	Time
9573179	Chester County School District	Map Washington Elementary School	Thompson, Richard	Math	54	2/14/2006	7:00 AM 12:00 PM

Feedback: Enter feedback on this assignment.

Contact Info

If you have any questions regarding Aesop please contact this individual.

Questions
If you have questions about the rules or setup of the system contact **School Secretary** at (800) 942-3767 or email: support@aesoponline.com.
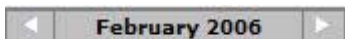
Interactive Calendar

Aesop will display two types of days:

Non-Work Day – days you have indicated you are unwilling to work

Working – days you are working

Use the Calendar arrows to select different months

February 2006

Interactive Calendar

February 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3	4

Non-Work Day
Working

* Indicates functions which might not be used by your school.

Search for Assignments

You will see a list of all available jobs. If a job is a multiple day assignment Aesop will list the employee's name once and then list all dates. The screen shot to the right shows two multiple day assignments followed by a single day assignment.

1. Click the Details link to view more information regarding the assignment.

2. If the employee wrote Notes concerning this absence you can review them at this point. Click **Accept Assignment** if you would like to accept the job or click **Cancel** and return to the Search for Assignments page.

3. You will receive a **Confirmation Number** when you have successfully accepted an assignment.

4. If the employee has attached notes to the absence you can access them by clicking the file name.

In the File Download dialog box click Open or Save.

* Indicates functions which might not be used by your school.

(Home Page updated)

Your Home page will automatically be updated with the new accepted assignment. The **Interactive Calendar** and the **Upcoming Assignments for the next 30 days** section will reflect the new information.
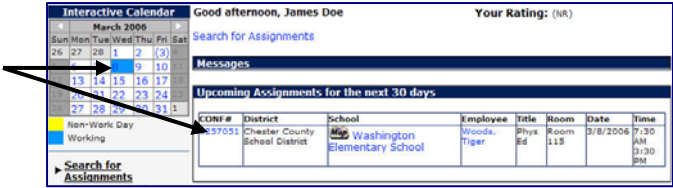
View My Schedule

You can view your schedule three ways: Weekly Schedule, 3-month calendar view, or all absences scheduled for the current month. Click on a date in the 3-month calendar view and the weekly schedule will change to that week. Use the **Change Date** drop-down window to go back in the past or further into the future to review absences.

*You can delete a scheduled assignment or Non-Work Day by clicking the trash can.   A warning message will appear, "**Are you sure you want to delete this event?**" click **OK**.

Weekly Schedule

3-month calendar view

Absences scheduled for the current month

* Indicates functions which might not be used by your school.
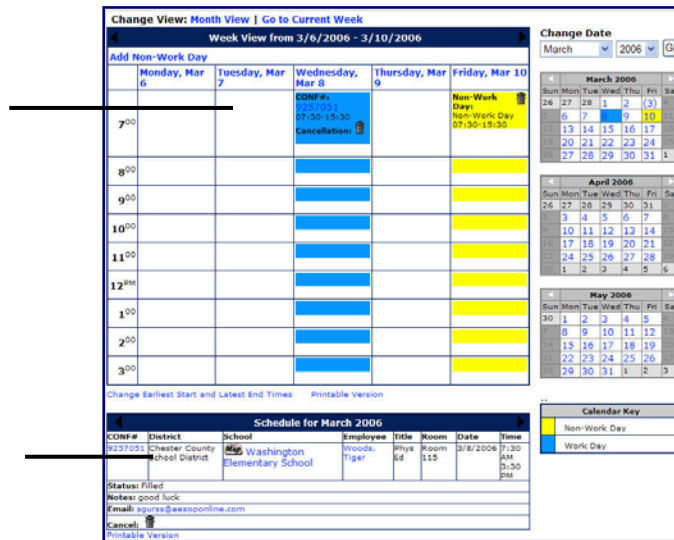
Add Non-Work Day

Indicate day(s) when you are unable to work. Adjust the **Start Time** and **End Time** if you are unavailable for a portion of the day.

Use the **Repeat Event** feature if you have a recurring unavailability status. Make sure you click the Day of the Week so Aesop knows which day(s) you are unavailable.

Tell AESOP When To Call

You can tell Aesop not to call during certain hours of the day or do not call for the entire day. These restrictions will repeat week after week until you change/remove the restriction.

I Perfer Not to be called by Aesop – you will never be called.

Specify Call Times. Enter the Start and End Times then select the Day(s) of Week. This setting will repeat until changed.

No Call Days. You will not receive any phone calls on the day(s) selected.

Change PIN

You can change your PIN number at any time. The PIN number is used both on the Web site and the phone system.

* Indicates functions which might not be used by your school.

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.

Change Personal Information.

Internal ID	181955
First Name	James
Middle	
Last Name	Doe
Phone	(610) 331-1996
E-Mail	jcrilley@aesoponline.com
Earliest Start Time	7:30 AM
Latest End Time	3:30 PM

Address

Address 1	
Address 2	
City	
State/Province	
Zip	

Edit Info

Preferred Schools*

You can pick and choose the school(s) you are willing (or unwilling) to go to. It is a two step process.

Substitute: Doe, James
Preferred Schools

○ Show me jobs at schools selected below.
◉ Do not show me jobs at schools selected below.
Apply Changes

Add Schools

No records found

Creating a list of schools that you are willing to work at is simple and effective. By modifying this list, you will only be contacted for jobs at locations that meet your requirements.

Step One
    a. Choose whether you would like to
        • designate the schools you **are willing** to go to, OR
        • designate the schools for which you **don't** wish to work.
    b. Click apply changes at the top of the screen.
Step Two
    a. Click the 'Add Schools' link to add new schools to your preferences.
    b. Click the 'selected' checkbox to add schools. Click the 'day of week' checkboxes to determine which days the preference applies to.
    c. Click the apply changes button for the bottom section.

First, determine how you want Aesop to use this list. This is called the **Header**. You can tell Aesop that you're creating a list of schools where you DO want to go, or a list of schools where you DON'T want to go.

◉ Substitute wants to see jobs at schools selected below.
○ Substitute does not want to see jobs at schools selected below.
Apply Changes

Substitute Preferred Schools Header

Next, click Add Schools link.

☑ 1. Click the Selected column by the school(s) you wish to add
☑ 2. Check the days you wish this to apply (if necessary)
[Apply Changes] 3. Click **Apply Changes** to save
    4. Click View Current Schools

View Current Schools

[Edit] [Apply Changes] [Cancel]

Selected	School	Day of Week						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
☐	Appleton Elementary School	☑	☑	☑	☑	☑	☑	☑
☑	Chelsea Elementary School	☑	☑	☑	☑	☑	☑	☑
☑	Cherry Hill Elementary School	☑	☑	☑	☑	☑	☑	☑
☐	Chester County Elementary Schools	☑	☑	☑	☑	☑	☑	☑
☐	Chester County Middle Schools	☑	☑	☑	☑	☑	☑	☑

School Selection

* Indicates functions which might not be used by your school.

> ### ⚠ Choose your Header wisely
> Remember, Aesop will use the schools on this list whichever way you set up the **Header** from the first step above. For example, if there is one school on this list, then that school is either: 1.) the **only** school where you will go, or 2.) it's the only one where you **won't** go, depending on the **Header** selection.

QuickStart User Guide

Print out your Web Guide and the Phone Guide.

Web Guide (Revised January 2006)

Phone Guide (Revised January 2006)

Adobe Acrobat reader is required to view the manual.

Web Notification*

If an assignment you are assigned to is deleted you will be notified when you log unto your Web site. You will need to click the **Confirm Notifications** button to confirm you have read the notice.

Good morning, James Crilley

Substitute Notification Page

You **must** click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.

Hide Details

Notifications for Chester County School District
REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Assignment(s).

Assignment #				Removed Date/Time	Employee Name
9545521				2006-03-07 09:35	Adams, Greg
Date	Start	End	Location		
2006-03-08	08:00	16:00	Chelsea Elementary School		

You **must** click the CONFIRM button to indicate you have read the preceding notifications.

Confirm Notifications

Notification Confirmation*

Aesop will give you the confirmation page indicating you have successfully confirmed the Web notification. Click the here link to go to your Home Page.

Good morning, James Crilley

Substitute Notification Page

1 entries were confirmed.

No notifications found.
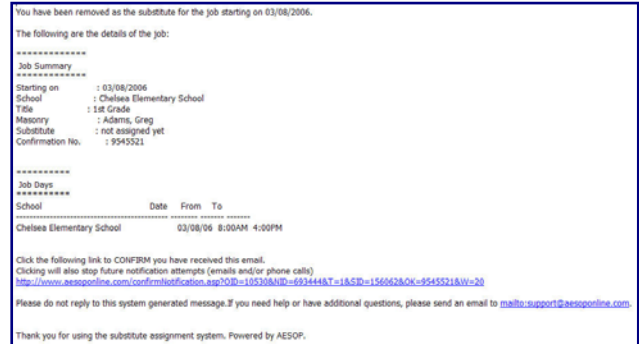Click Home (on the navigation line) or the Back button or here to continue.

Notification Confirmation

* Indicates functions which might not be used by your school.

E-mail Notification*

If Aesop has your e-mail address on file you will receive an e-mail for the following reasons:

• Assignment is canceled
• You have been removed from an assignment
• Start Time of assignment changes
• End Time of assignment changes

E-mail Notification

June 2006

* Indicates functions which might not be used by your school.