



(/?b_id=3220)

[Home \(/?b_id=3220\)](#) / [Basics & Preferences \(/customer/portal/topics/637572-basics-preferences/articles?b_id=3220\)](#) / [Choosing Your Preferred School...](#)

Choosing Your Preferred Schools

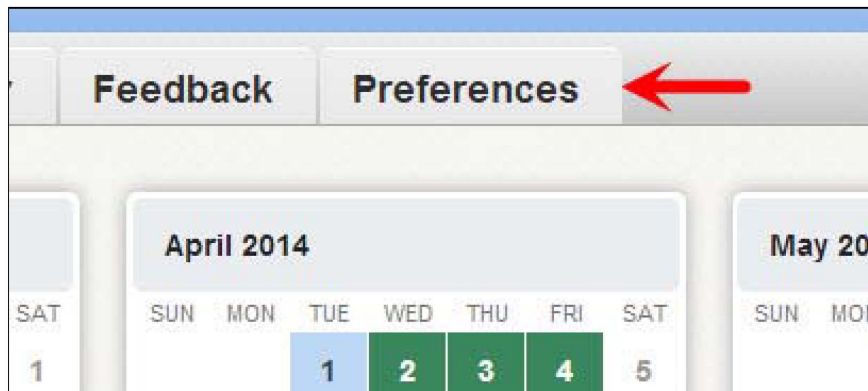
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Aesop gives you the option to choose a list of schools that you want to work at and choose a list you prefer not to work at.

If you are a new substitute, you will see jobs at all schools by default. If you are ok with this, you do not need to change any settings here.

Get to the "Preferred Schools" list by clicking the **Preferences** tab on the home page.



Click the **Schools** option in the side bar on the "Preferences page". At the top of the screen, you

will be able to choose if you want to the list of schools to be where you want to see jobs or where you don't want to see jobs. Click the circle for the option you want to choose.

Personal Info

Change Pin

Schools

Call Times

District List

Schools

☒ Show me assignments at the schools selected below.

☐ I don't want to see assignments at the schools selected below.

Select

All

None

☒ Victoria County Community Schools

☒ Administration Building

☒ Beacon School

☒ VC Elementary Schools

Use the **All** or **None** buttons to clear out or fill in your list:

Select

All

None

☒ Victoria County Community Schools

☒ Administration Building

☒ Beacon School

☒ VC Elementary Schools

☒ Coal Hill School

☒ Columbia Elementary School

☒ Duquesne Elementary School

Then, click the check boxes for the individual schools you want or don't want (depending on the above setting) to see jobs at. In the example below, you can see the substitute doesn't want to see jobs from elementary schools.

Schools

- ☒ Show me assignments at the schools selected below.
☐ I don't want to see assignments at the schools selected below.

Select

All

None

- ☒ Victoria County Community Schools
 - ☒ Administration Building
 - ☒ Beacon School
 - ☐ VC Elementary Schools
 - ☐ Coal Hill School
 - ☐ Columbia Elementary School
 - ☐ Duquesne Elementary School
 - ☐ Jaspers Elementary School
 - ☒ VC High Schools
 - ☒ Hamner High School
 - ☒ Vanderbilt High School
 - ☒ Williams High School
 - ☒ VC Middle Schools
 - ☒ Dell Middle School
 - ☒ Walker Middle School

When you've finished, click **Save** to save changes.

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