

Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser’s address bar (on mobile devices, type m.aesoponline.com).



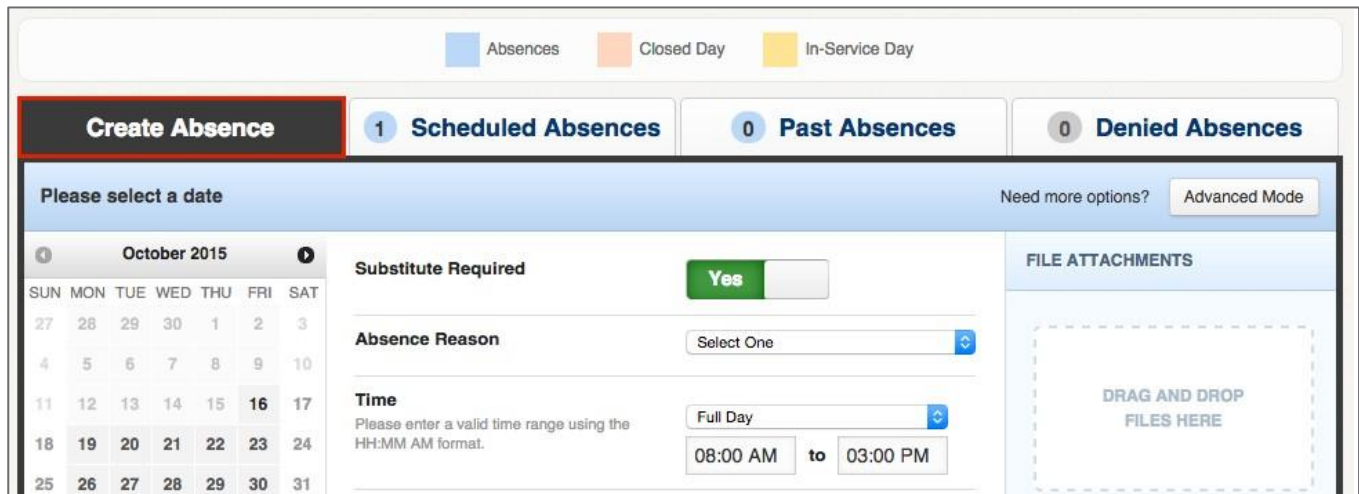
Enter your ID number(your phone number) and PIN(4 digit payroll code). Then, click **Login**.

Can’t remember your login info?

If you’re having trouble logging in, click the **Login Problems** link next to the “Login” button for more information.

Creating an Absence

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.



Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



When you’ve completed entering the absence details, click the **Create Absence** button.

Managing your PIN and Personal Information

Under the “Account” tab you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), and view absence reason balances.

ADD IN YOUR EMAIL ADDRESS AT THIS POINT.

Home	Absences ▾	Feedback	Account	Directory
Personal Info		Personal Info		
Change Pin	General Information			
Shared Attachments	Name: Tim Fox			
Absence Reason Balances	Phone: <input type="text" value="5554981283"/>			
	Email Address: <input type="text" value="tfox@email.org"/>			
	Title: High School Science			
	Room Number: Main Office			
	Language: <input type="text" value="English"/>			

Getting Help and Training

Account	Directory	Help
<div style="background-color: #e6f2ff; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #e6ffe6; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #fff; height: 20px; margin-bottom: 5px;"></div>		
Name: Tim Fox		

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, where you can search Aesop’s knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.