

AESOP ATTENDANCE REGISTRY

Registering with the system

1. Simply dial 1-800-942-3767 (1-800-94-AESOP)
2. Enter your ID and Pin Numbers

Your ID number is your telephone number with the area code.

Your PIN number is the last 4 digits of your Social Security number.

IF THE LAST 4 DIGITS OF YOUR SSN STARTS WITH "0", YOU HAVE TO CONTACT EILEEN BRADY AT 8034.

3. Once you are logged in the system, you will be given prompts for the various menu choices.

When you access the system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as the system will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

You may also access the system on the internet at:

<http://www.aesopeducation.com>. Here you will be able to enter absences, check your absence schedule, update personal information and exercise other features. If you have any questions, concerns, or comments; please feel free to contact the central office at (631) 285-8034 or at support@aesoponline.com.