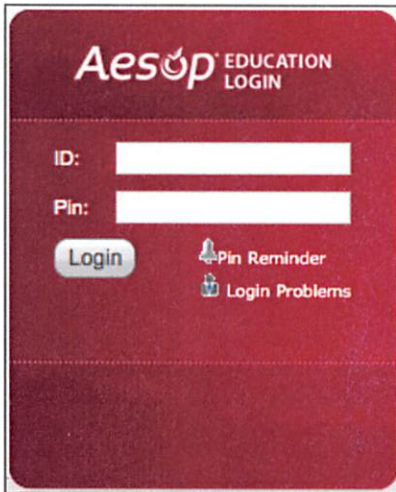


## Logging in on the Web

To log into Aesop, type <http://www.aesoponline.com> in your web browser's address bar. Enter your ID number and PIN; then, click **Login**.



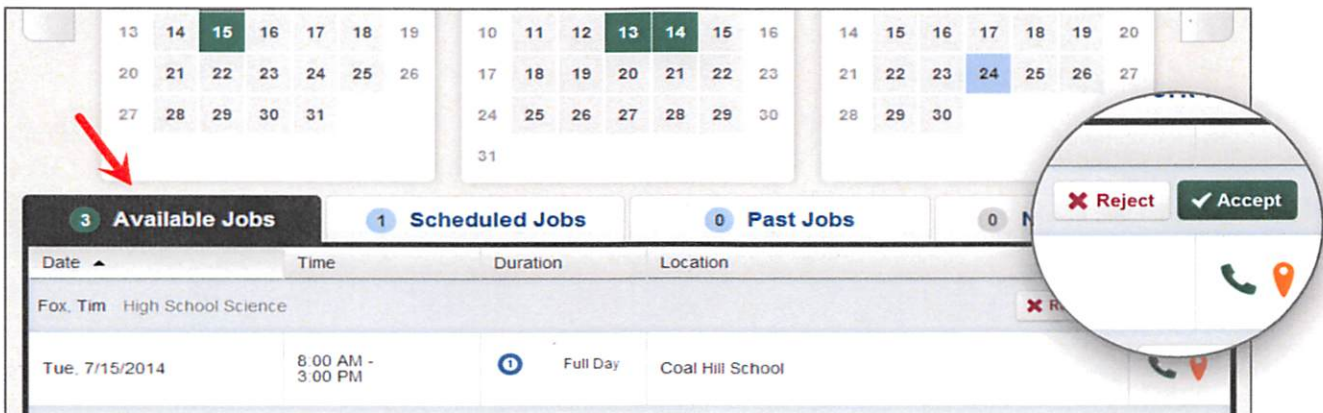
The login form is titled "Aesop EDUCATION LOGIN". It features two input fields: "ID:" and "Pin:". Below the "Pin:" field is a "Login" button. To the right of the "Login" button are two links: "Pin Reminder" and "Login Problems".

### 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.

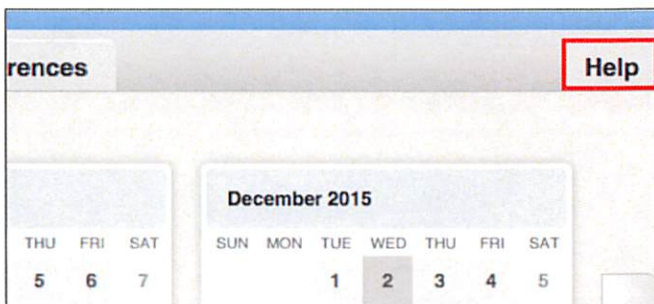
## Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



The screenshot shows the Aesop homepage. At the top, there are three calendar views. Below the calendars, there are three tabs: "3 Available Jobs", "1 Scheduled Jobs", and "0 Past Jobs". The "Available Jobs" tab is selected. Below the tabs, there is a table of available jobs. The first job is "Fox, Tim High School Science" on "Tue, 7/15/2014" from "8:00 AM - 3:00 PM" at "Coal Hill School". To the right of the table, there is a circular inset showing a "Reject" button (with a red X) and an "Accept" button (with a green checkmark).

To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.



The screenshot shows the Aesop Learning Center. At the top, there is a "Help" button. Below it, there is a calendar for "December 2015". The calendar shows the days of the week and the dates. The "Help" button is highlighted with a red box.

## Getting Help and Training

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

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call Aesop

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).

When calling Aesop, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

### When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

**Note:** When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – **Press 1**
- Prevent Aesop from calling again today – **Press 2**
- Prevent Aesop from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.