



Employee/Substitute Placement & Absence Management System

New User Account Activation Form

Employee/Substitute

(Instructional & Non-Instructional Support Activation)

This Section May Be Completed By: HR Administrator or AESOP User

Please Print Clearly

First Name	Middle Initial	Last Name	Date of Birth
Preferred Phone #	Email Address (District Employees Must List Their District Email Address)		Job Title

To Be Completed By HR Office: Business Office or Curriculum Instruction Office

Please Print Clearly

Employee Type: Must Check One	<input type="checkbox"/> Admin	<input type="checkbox"/> Certified TA	<input type="checkbox"/> Certified Teacher	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Sub
Employee #:		Gender:	<input type="checkbox"/> M	<input type="checkbox"/> F	
Certified TA:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Level:			
Certified Teacher:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is Substitute Active in other District:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Proficient in Following Languages: Must Check One	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> French	<input type="checkbox"/> Chinese	<input type="checkbox"/> _____
Assigned Building Location: Must Check All That Apply	<input type="checkbox"/> ECP	<input type="checkbox"/> LFJ	<input type="checkbox"/> HV	<input type="checkbox"/> RJB	<input type="checkbox"/> WMS <input type="checkbox"/> WHS <input type="checkbox"/> Mansion
Please List Qualified (or Preferred) Subject Areas: _____ _____					
Additional Notes: _____ _____					
BOE Approved / Appointed On:					
HR Department Administrator: Please Initial / Sign					



Mr. Rocco Varuolo
Director of Digital Learning, Systems and Accountability

Dr. Tahira Dupree Chase
Superintendent of Schools

Welcome to AESOP!

Greenburgh Central School District is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Aesop, utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Aesop system is available 24 hours a day, 7 days a week. Aesop utilizes three methods to make jobs available to substitutes, which have been listed below:

How do I interact with Aesop?

- 1. By Internet** → You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet at <http://www.frontlinek12.com/aesop>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job! You can get more information by clicking on the **HELP** tab.
- 2. By Toll-Free Call** → You may interact with the Aesop system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing **Option 4**.
- 3. By Telephone Notification** → Aesop will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Aesop service may call for substitutes: 5:30:00 AM - 12:00:00 PM in the morning and 6:00:00 PM - 10:00:00 PM in the evening.

Important Notes:

* Once you have been properly activated within the Aesop system, an ID and PIN number will be sent to your email account for access.

- Your ID Number: < **MAY BE A CELLULAR OR HOME NUMBER** >
- Your PIN Number: < **MAY BE THE LAST FOUR (4 or 5) DIGITS OF YOUR ID NUMBER** >

* If you accept a job, Aesop will issue a confirmation number. **Please remember that your transaction is not complete until Aesop supplies you with a confirmation number.**

* Aesop will automatically make a recording of your name for Greenburgh Central School District on the phone system. We strongly encourage you to review or change the recording of your name by calling in to Aesop and selecting **Option 4**.

We are confident that you will find the Aesop experience beneficial and enjoyable. Listed below is a basic training video. **Please review the video before you begin using Aesop's service.**

Basic Training Video Link: <http://help.frontlinek12.com/Aesop/knowledgebase/substitute-web-basic-training-video/>

Should you have any questions or experience difficulty using the Aesop system in any way, please contact the Aesop Administrator by phone at (914) 761-6000 Ext 3000 from 7:30 a.m. to 4 p.m. or via email at: aesophelp@greenburghcsd.org

Thank you,

Aesop Administrator

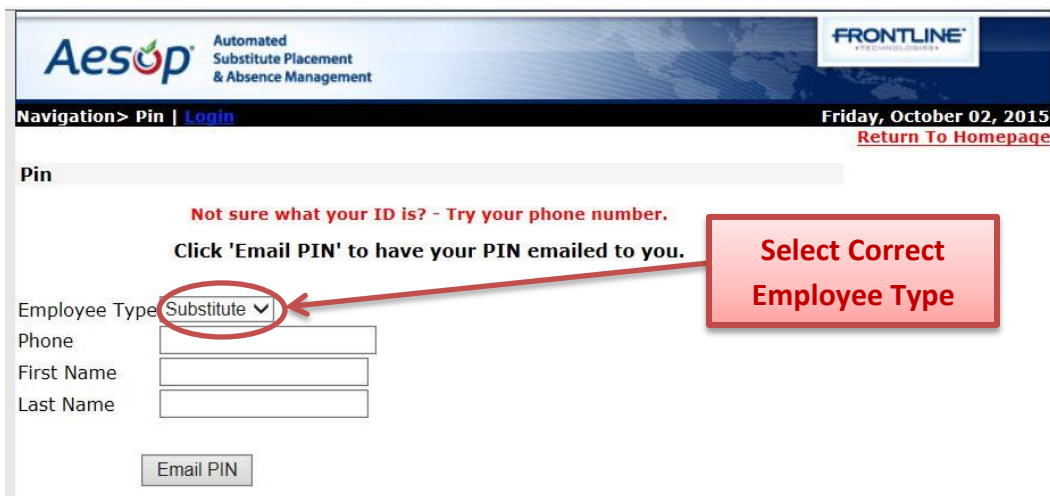
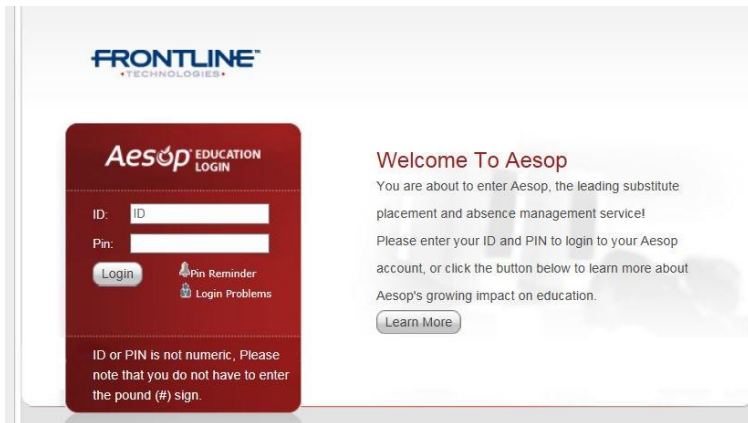
aesophelp@greenburghcsd.org

(914) 761-6000 Ext. 3000



Quick Start Instructions

1. If you do not recall your current PIN or you are getting an incorrect ID or PIN combination message, please click on the *PIN Reminder* options at the login. Select *Substitute* or *Employee* at the *Employee Type* drop down list. Enter the phone number you provided when your account was created. Enter your *First Name* and *Last Name*. Select *Email Pin*. The PIN will be emailed to your Greenburgh CSD address. The email will contain instructions on how to reset your PIN. Create a new PIN and return to the main AESOP login page at <https://www.aesoponline.com/login2.asp>.



2. If you are having difficulties resetting your PIN or do not recall your ID and PIN combination, or have any questions regarding using the ASOEP software application, please send an Email to aesohelp@greenburghcsd.org for assistance. **Please include in the Subject Field the topic for assistance. For example, if you cannot retrieve your PIN, please enter "PIN Retrieval" in the Subject Field of your email.** A member of the tech support staff will address your request promptly.
3. The ASEOP Support Help line is 914-761-6000 ext. 3000 or ext. 3000 if calling internally. Support Help Line hours are 7:30 a.m. to 4:00 p.m. **Please follow steps 1 and 2 for assistance before contacting the ASEOP Support Help Line.**

Logging in on the Web

To log into Aesop, type <http://www.aesoponline.com> in your web browser's address bar.



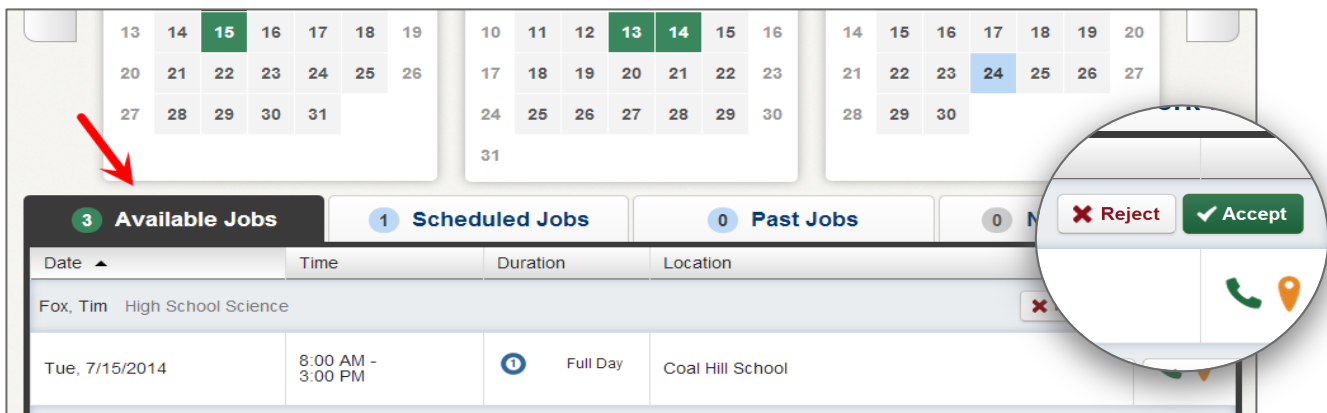
Enter your ID number and PIN; then, click **Login**.

Can't remember your login info?

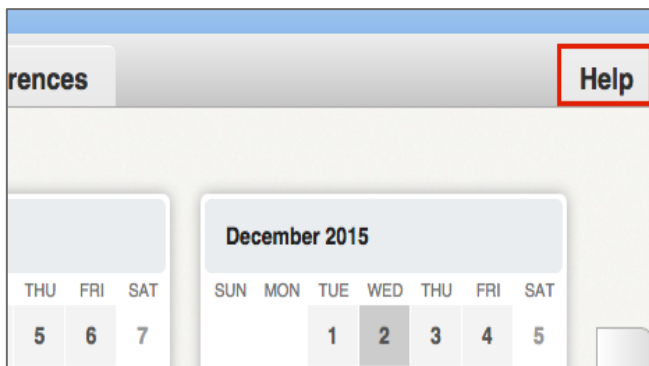
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

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.



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.



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**
- Tell Aesop the Sub it is trying to reach is not available – **Press 3**
- 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.