

AESOP GUIDANCE for SUBSTITUTES

- AESOP, the ORS automated calling service that schedules subs for employees, goes live on Monday, January 26, 2015.
 1. Substitutes can be proactive. You don't have to wait on AESOP to call you.
 2. The option to call into AESOP 24/7 is available.
 3. The option to log into AESOP online 24/7 access is also available.
 4. Remember, in AESOP you have the option to choose and set up "preferred schools" and "preferred call times". AESOP will begin calling at 5:30 am for substitutes.
- This new system decreases the manual scheduling and paperwork for our administrative staff, it also allows substitutes to monitor the system for available jobs in advance.
- Easy step-by-step instructions can be found by *ctrl* + *click* on the link [Substitute Quick Start Guide](#).

HOW AESOP WORKS

- Once the district has approved you to sub, login to AESOP using ten-digit Phone Number and Pin Number that was provided in your Welcome Letter, change the PIN Number (which is something unique to you, 4-5 numerical), set up your preferred school list and preferred calling times.
- Review your own General Information listed in AESOP to make sure ORS has **ALL** the correct information. If your information is incorrect, please contact the HR Department to get the information changed in our files.
- Any questions should be directed to AESOP Coordinator, Cathy Dunning – HR Department (ext. 9022).

COMPLETE REQUIRED TRAINING

- **Substitute Basic Training (video)** <http://help.frontlinek12.com/Aesop/knowledgebase/substitute-web-basic-training-video/>

The video will cover the following:

- Logging in to Aesop
- The substitute's Home Page
- Searching for available jobs
- Viewing and editing Personal Information
- How to change your PIN
- Where to find Help resources

- **Substitute Advanced Training (video)** <http://help.frontlinek12.com/Aesop/knowledgebase/substitute-web-advanced-training-video/>

The video will cover the following:

- Viewing scheduled jobs
- How to create Non-Work Days
- Viewing job history
- Setting up substitute Preferred Schools
- Editing Call Times
- How to turn off calling

GENERAL TIPS

- Link shortcut to the AESOP website: www.aesopeducation.com.
- If you want to call into AESOP for available jobs, call 1-800-942-3767. You will be asked for your ten-digit telephone number and pin number.
- When you accept a job in AESOP, either via phone or computer, ***make sure you receive a confirmation number.*** otherwise the job has not been confirmed.
- **If you have to cancel a confirmed job at the last minute, you must notify school's campus user (Bookkeeper/secretary or principal).**
- Remember, subs can be proactive and go on the website or call into AESOP to find available jobs.
- Substitutes are encouraged to set up preferred schools and/or preferred calling times. This will help avoid receiving calls from schools where you don't want to sub.