

AESOP QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the AESOP System
- Find and accept available jobs
- Remove yourself from an accepted job *
- View your schedule
- Manage your call times
- Manage your Availability
- Manage your personal information



**Teacher and Substitute
Login Page**

* Indicates functions which might not be used by your school.

Log on to AESOP

Point your browser to www.Aesoponline.com

- Enter your ID and PIN number and click on the "Go" button...

NOTE: Your ID and PIN number should be on a Welcome letter provided to you by your school district. Contact the school district for more information.

Hint: In order to use the [Forgot your PIN?](#) function, you need to have your e-mail address defined; see Change Personal Information functions.



Navigation > Home | Logout

Good morning, Shannon White

Tuesday, July 2 2002

Interactive Calendar
July 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	(2)	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Non-Work Day
Working

► View My Schedule
► Add Non-Work Day
► Tell AESOP When To Call
► Change PIN
► Change Personal Information
► Quick Start User Guide

Personal Information
Email:
Phone: (972) 519-1013
Earliest Start Time: 7:30 AM
Latest End Time: 3:30 PM
Change Personal Information

Messages

Current Assignments Available

School	Employee	Title	Date	Time	Duration	View
AESOP County Middle Schools	James Boyer	Health	Jul 3 2002	7:00 AM	Full Day	Details
	James Boyer	Health	Jul 4 2002	7:00 AM	Full Day	Details
Chester Springs Senior High School	Jeff Gordon	Vocational Instructor	Jul 3 2002	8:00 AM	07:30-3:30 PM	Details
George Washington Elementary School	Tiger Woods	Phys Ed	Jul 17 2002	7:30 AM	Full Day	Details
Harding Elementary School	Bob Barker	Full Time Administrator	Jul 3 2002	8:00 AM	07:30-3:30 PM	Details
	Rachel Nichols		Jul 5 2002	8:00 AM	08:00-4:00 PM	Details
			Jul 8 2002	8:00 AM	08:00-4:00 PM	Details
Hook-Em High	Shannon White	Math	Jul 2 2002	7:30 AM	08:00-3:30 PM	Details
Josh Griffen Junior High	William Jackson	Janitor	Jul 2 2002	7:30 AM	08:00-3:30 PM	Details

Questions
If you have questions about the rules or setup of the system contact your Administrator, **Sean Douglass**, at (610) 220-9592 or email: AesopAdministrator@YourSchoolDist.com.

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... and start proactively managing your assignments and schedule!

* Indicates functions which might not be used by your school.



Finding and Accepting Jobs

- How can you see which jobs are available to you?
Immediately after logging into your AESOP Home Page, you will see a list with all the available jobs you can accept.

Current Assignments Available						
School	Employee	Title	Date	Time	Duration	View
George Washington Elementary School	Tiger Woods	Phys Ed	Jul 17 2002	7:30 AM 3:30 PM	Full Day	Details
Harding Elementary School	Mike Bowman	Social Studies	Jul 2 2002	7:00 AM 4:00 PM	09:00	Details
Hook-Em High	Shannon White	Math	Jul 2 2002	7:30 AM 3:30 PM	08:00	Details

- Selecting a job to ACCEPT
 - Once you click on the "[Details](#)" link, AESOP will show you more information about the specific job...
 - And allow you to accept the job
 - If the teacher has left notes for you, they will appear on this page

In order for you to accept this Absence, please click the 'Accept Job' button below.

Selected Jobs							
School	Employee	Title	Room	Date	Time	Duration	
Harding Elementary School	Bowman, Mike	Social Studies	Gym	Jul 2 2002	7:00 AM-4:00 PM	09:00	
Notes:							

Accept Job Cancel

- Once you click on the "Accept Job" button, you will be assigned to this absence and AESOP will provide you with a confirmation number:

[You have accepted this absence. Your confirmation number is: 185797](#)

- Success!

* Indicates functions which might not be used by your school.



View your Schedule

- You can also view your schedule to see...
 - ...when you are working,
 - ...where you are working,
 - ...what you will be teaching
 - ...whom you will be substituting for

Change View: [Month View](#) | [Go to Current Week](#)

Week View from 7/1/2002 - 7/5/2002

	Monday, Jul 1	Tuesday, Jul 2	Wednesday, Jul 3	Thursday, Jul 4	Friday, Jul 5
7 ⁰⁰		CONF#: 890433 Cancellation:			
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 ^{PM}					
1 ⁰⁰					
2 ⁰⁰					
3 ⁰⁰					

[Change Earliest Start and Latest End Times](#) [Printable Version](#)

Interactive Calendar

July 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	(1)	2	3	4	5	6
7	8	9	10	11	12	13
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- [▶ Quick Start User Guide](#)

- AESOP lists your absences in a weekly or monthly view
 - on a weekly basis, you can see exactly what the hours of your assignments are.

Schedule for June 2002

CONF#	District	School	Employee	Title	Room	Date	Time
890433	Chester County School District	Harding Elementary School	Bowman, Mike	Social Studies	Gym	7/2/2002	7:00 AM 4:00 PM
Status: Filled							
Notes:							
Cancel:							
*	892686	Chester County School District	Gurss, Jennifer	4th Grade	Room 237	7/10/2002	7:00 AM 4:00 PM
Status: Filled							
Notes:							
Cancel:							

[Printable Version](#)

* Indicates functions which might not be used by your school.



Manage your Call Times

- Tell AESOP when to call:
You have complete control over when AESOP should call you...
 - From the Home Page, click on the "Tell AESOP When To Call" link

Interactive Calendar

July 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	(1)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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Non-Work Day
 Working

- ▶ [View My Schedule](#)
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- You can indicate your availability to receive calls from AESOP for...
 - Specific times of the day by selecting the "Add No Call Times" option.
 - Complete days by selecting "Add No Call Days", for example, when you are away on vacation.
 - Tell AESOP to NEVER call you by Selecting the "I Prefer not to be called by AESOP" option, for example, if you will use the WEB exclusively to search for jobs.

Call Times

Your District has defined available call times:

Morning: 5:00 AM - 10:00 AM
Evening: 4:00 PM - 11:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Don't call me today.	6:00 AM 8:00 AM	6:00 AM 8:00 AM	6:00 AM 8:00 AM	6:00 AM 8:00 AM	6:00 AM 8:00 AM	

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

Next Cancel

You can see that from this example, this sub does not wish to be called on Sundays, And prefers to be called only from 6:00 a.m. until 8:00 a.m. on weekdays. Otherwise, she has chosen to proactively look for her jobs on the web or by inbound telephone call. A good idea!

* Indicates functions which might not be used by your school.



Manage your Availability

You can also manage your availability in the AESOP System by entering "non-work days". When you enter a non-work day, AESOP does not see you as "available" and will not call you, and also will not display jobs to you that are in conflict with the time period you have indicated that you are not available to work! AESOP also makes it very easy for you to indicate "repeating" non work days.

- From the Home Page, click on the "Add Non-Work Day" link or simply click on a day in the monthly calendar that you are unavailable for an assignment.

This substitute has indicated that she will be taking classes at the Local university starting on Tuesday July 9th and every following Tuesday from 7:30 am until 12:30 pm. Notice how she has selected to repeat the event every Tuesday until July 2, 2003. She would now not be called for any assignments on Tuesdays unless they begin after 12:30 p.m!

Add Non-Work Day

Date: July 9, 2002

Description: Taking Classes at local University

Start Time: 7 AM : 30

End Time: 12 PM : 30

Repeat Event

Until: July 2, 2003

Every: Monday Tuesday Wednesday Thursday Friday All Week

Save Save and Add Another Cancel

Interactive Calendar

July 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	(2)	3	4	5	6
7	8	9	10	11	12	13
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Week View from 7/8/2002 - 7/12/2002

Add Non-Work Day

	Monday, Jul 8	Tuesday, Jul 9	Wednesday, Jul 10	Thursday, Jul 11	Friday, Jul 12
7 ⁰⁰		Non-Work Day: Taking Classes at local University 07:30-12:30			
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 ^{PM}					
1 ⁰⁰					
2 ⁰⁰					
3 ⁰⁰					

Change Earliest Start and Latest End Times Printable Version

Change Date: July 2002 Go

July 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	(2)	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

August 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Calendar Key

- Non-Work Day
- Work Day

To remove the non-work day and again make yourself available to work, simply click the small trash can on the weekly view of your calendar. It's that simple!

Schedule for July 2002

CONF#	District	School	Employee	Title	Room	Date	Time
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* Indicates functions which might not be used by your school.



Changing your Profile

- You can select your own PIN number
 - Select the **"Change PIN"** link from your Home Page
 - Now, enter your existing PIN into the **"Current PIN"** field
 - Enter your new PIN into the two new PIN fields.

Change your PIN.

Current Pin

New Pin

Retype Pin

- You can customize your personal information
 - Select the ["Change Personal Information"](#) link from your Home Page
 - AESOP will display your current settings
 - Click on [Edit Info](#) to make changes

Change Personal Information.

First Name Ethan

Middle

Last Name Julius

Phone (610) 701-0822

E-Mail

Earliest Start Time 7:00 AM

Latest End Time 5:00 PM

[Edit Info](#)

- Enter your modifications and click on the **"Apply Changes"** button to save your changes.

Change Personal Information.

First Name

Middle

Last Name

Phone

E-Mail

Earliest Start Time :

Latest End Time :

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