

AESOP QuickStart Guide for Substitutes

This guide will show you how to:

- Log on to the AESOP System
- Find and accept available jobs
- View your schedule
- Remove yourself from an accepted assignment *
- Manage your call times
- Manage your Availability
- Manage your personal information
- Select preferred schools
- Understand AESOP Notifications



**Teacher and Substitute
Login Page**

2/28/2004

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



Log on to AESOP

Point your browser to [www. Aesoponline.com](http://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, or you may have been given a special Aesop login ID. Contact your district if you have questions about your ID or PIN.

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 Wednesday, July 16 2003

Interactive Calendar Good morning, George Carver
[Search for Assignments](#)

Messages [Hide Messages](#)
 Messages from Chester County School District

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Date	Time
2255428	Chester County School District	Map Lincoln Middle School	Jameson, James		17672	7/17/2003	7:30 AM 11:42 AM
2255428	Chester County School District	Map Lincoln Middle School	Jameson, James		17672	7/17/2003	11:43 AM 3:30 PM
2253809	Chester County School District	Map Knorr Elementary School	Farley, Mark		4	7/18/2003	7:30 AM 3:30 PM

Questions
 If you have questions about the rules or setup of the system contact your Administrator.

AESOP powered by FRONTLINE DATA back to top ▲

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

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Finding and Accepting Jobs

- How can you see which jobs are available to you?

At the top of your AESOP Home Page, click the “[Search for Assignments](#)” link to view available jobs.



Home | Logout | Thursday, November 13 2003

Sort By... Date/School Date/Employee School/Date Employee/Date Go

Current Assignments Available					
New FComServer					
Start Date	Starting School		Employee	Title	View
11/14/03	Cash Senior High School		Ortiz, Tony	Phys.ed	Details
Date	From	To	Duration	School	
11/14/03 (Fri.)	07:00 am	04:00 pm	Full Day	Cash Senior High School	
11/17/03 (Mon.)	07:00 am	04:00 pm	Full Day	Cash Senior High School	
11/14/03	Knorr Elementary School		Paschall, Joe	3rd-Grade Metaphysics	Details
Date	From	To	Duration	School	
11/14/03 (Fri.)	08:15 am	10:15 am	02:00	Knorr Elementary School	
11/14/03 (Fri.)	10:30 am	12:30 pm	02:00	Harding Elementary School	
11/14/03 (Fri.)	12:45 pm	03:15 pm	02:30	Main Street Elementary School	
11/14/03	Main Street Elementary School		Parrot, Yago	Staff - Clerical Worker	Details
Date	From	To	Duration	School	
11/14/03 (Fri.)	09:00 am	11:30 am	02:30	Main Street Elementary School	
11/14/03	Main Street Elementary School		Parrot, Yago	Staff - Clerical Worker	Details
Date	From	To	Duration	School	
11/14/03 (Fri.)	11:45 am	03:15 pm	03:30	Main Street Elementary School	
11/17/03	Anderson Middle School		Cone, Phil	Math	Details
Date	From	To	Duration	School	
11/17/03 (Mon.)	08:00 am	04:00 pm	Full Day	Anderson Middle School	
11/17/03	Main Street Elementary School		Guy, Grammer	Karate Specialist	Details
Date	From	To	Duration	School	
11/17/03 (Mon.)	09:01 am	11:30 am	Half Day	Main Street Elementary School	

AESOP enables you to sort available jobs:

Date/School,
Date/Employee,
School/Date, or
Employee/Date

Once you have made your selection click on the **Go** button.

•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


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



Finding and Accepting Jobs

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

Selected Assignments						
School	Employee	Title	Room	Date	Time	Duration
 Main Street Elementary School	Parrot, Yago	Staff - Clerical Worker	Main Office	Nov 14 2003	9:00 AM-11:30 AM	02:30


Notes:

Accept Assignment

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: 207645

Selected Assignments						
School	Employee	Title	Room	Date	Time	Duration
 Main Street Elementary School	Parrot, Yago	Staff - Clerical Worker	Main Office	Nov 14 2003	9:00 AM-11:30 AM	02:30

Notes:

View your [schedule or cancel this job](#) or [search for more assignments](#).

•Success!

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
- You can click on the **"View My Schedule"** link, or you can click on a day in the calendar.
- Your weekly view displays the hours of the day you will be working.

October 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	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

Non-Work Day
 Working

- ▶ [Search for Jobs](#)
- ▶ [View My Schedule](#)
- ▶ [Add Non-Work Day](#)
- ▶ [Tell AESOP When To Call](#)
- ▶ [Change PIN](#)
- ▶ [Change Personal Information](#)
- ▶ [Interactive Tutorial](#)
- ▶ [Quick Start User Guide](#)

Week View from 10/21/2002 - 10/25/2002

	Monday, Oct 21	Tuesday, Oct 22	Wednesday, Oct 23	Thursday, Oct 24	Friday, Oct 25
7:00	CONF #: 1045946 07:30-15:00 Cancellation: [trash icon]		CONF #: 1045947 07:30-15:00 Cancellation: [trash icon]	CONF #: 1045948 07:30-15:00 Cancellation: [trash icon]	
8:00					
9:00					
10:00					
11:00					
12:PM					
1:00					
2:00					
3:00					
4:00					

Schedule for October 2002

CONF#	District	School	Employee	Title	Room	Date	Time
1045946	Nate County Schools	Map Luke Memorial High School	Kuzniewski, Jerry	English	Main Office	10/21/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel: [trash icon]							
1045947	Nate County Schools	Map Sandra Elementary School	Underwood, Liz	2nd Grade	Main Office	10/23/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel: [trash icon]							
1045948	Nate County Schools	Map Sandra Elementary School	Yoder, David	4th Grade	Main Office	10/24/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel: [trash icon]							
1045949	Nate County Schools	Map Luke Memorial High School	Chavez, Domingo	Spanish	Main Office	10/28/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel: [trash icon]							

[Printable Version](#)

- Your monthly view displays the assignments you have for that month, plus gives you details for those assignments.

October 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	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

- You also have a long-term view, which shows you at a glance any assignments coming up further into the future.

November 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	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

December 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	31	1	2	3	4

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



Cancel your Assignment *

- Click the **“View My Schedule”** Link to take you to your calendar page.

- ▶ [Search for Jobs](#)
- ▶ [View My Schedule](#)
- ▶ [Add Non-Work Day](#)
- ▶ [Tell AESOP When To Call](#)
- ▶ [Change PIN](#)
- ▶ [Change Personal Information](#)
- ▶ [Interactive Tutorial](#)
- ▶ [Quick Start User Guide](#)

Week View from 10/21/2002 - 10/25/2002

Add Non-Work Day

	Monday, Oct 21	Tuesday, Oct 22	Wednesday, Oct 23	Thursday, Oct 24	Friday, Oct 25
7 ⁰⁰	CONF#: 1045946 07:30-15:00 Cancellation:		CONF#: 1045947 07:30-15:00 Cancellation:	CONF#: 1045948 07:30-15:00 Cancellation:	
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 ^{PM}					
1 ⁰⁰					
2 ⁰⁰					
3 ⁰⁰					
4 ⁰⁰					

- To cancel an assignment, click on the little trashcan at the top of each assignment on the calendar.

Note: The cancellation trashcan will not be available if the assignment has already passed its start time or if your district does not use this feature.

Schedule for October 2002

CONF#	District	School	Employee	Title	Room	Date	Time
1045946	Nate County Schools	Luke Memorial High School	Kuzniewski, Jerry	English	Main Office	10/21/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel:							
1045947	Nate County Schools	Sandra Elementary School	Underwood, Liz	2nd Grade	Main Office	10/23/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel:							
1045948	Nate County Schools	Sandra Elementary School	Yoder, David	4th Grade	Main Office	10/24/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel:							
1045949	Nate County Schools	Luke Memorial High School	Chavez, Domingo	Spanish	Main Office	10/28/2002	7:30 AM 3:00 PM
Status: Filled							
Notes:							
Cancel:							

Printable Version

- You may also cancel an assignment by clicking the trashcan in the summary section of the page.

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* 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

- You can indicate your availability to receive calls from AESOP for...
 - Specific times of the day by selecting the "Specify Call Times" option.
 - Complete days by selecting "Specify 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 - 7:00 AM
Evening: 5:00 PM - 10:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Call Anytime	6:00 AM 7:00 AM 7:00 PM 9:00 PM	Call Anytime	Call Anytime	Don't call me today.	Call Anytime	Call Anytime

Choose from below

Specify Call Times

Specify No Call Days

I Prefer not to be called by AESOP

Next Cancel

You can see from this example that the substitute has limited the times of the day during which AESOP can call him on Mondays. He has also told AESOP never to call him on Thursdays. This affects only when AESOP can call him – he can still call into or log onto AESOP at any time. (Note: AESOP does not make any calls from Friday evening through Sunday morning, regardless of whether or not you make any changes here.)

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* 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.

Interactive Calendar

October 2002						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	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

Non-Work Day
 Working

- ▶ [Search for Jobs](#)
- ▶ [View My Schedule](#)
- ▶ [Add Non-Work Day](#)
- ▶ [Tell AESOP When To Call](#)
- ▶ [Change PIN](#)
- ▶ [Change Personal Information](#)
- ▶ [Interactive Tutorial](#)
- ▶ [Quick Start User Guide](#)

This substitute has indicated that he will be unavailable every Tuesday from 7:00 AM - 4:00 PM from October 22 through October 29. If he had just wanted to add one non-work day, he could've just ignored the “Repeat Event” section at the bottom and just clicked on the Save button after entering the information at the top.

Add Non-Work Day

Date: October 22 2002

Description:

Start Time: 7 AM : 00

End Time: 4 PM : 00

Repeat Event

Until: October 29 2002

Every

Monday Tuesday Wednesday

Thursday Friday

All Week

Week View from 7/14/2003 - 7/18/2003					
Add Non-Work Day	Monday, Jul 14	Tuesday, Jul 15	Wednesday, Jul 16	Thursday, Jul 17	Friday, Jul 18
7 ⁰⁰			Non-Work Day: 07:30-15:30	Non-Work Day: 07:30-15:30	Non-Work Day: 07:30-15:30
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 ^{PM}					
1 ⁰⁰					
2 ⁰⁰					
3 ⁰⁰					

• 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.

• Use the trash can with arrows on both sides of it to remove all the non-work days in a series (repeating event).

• Use the one without arrows to remove just that particular non-work day.

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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.

The screenshot shows a web form titled "Change your PIN". It contains the following fields: "Current PIN" (with a masked value "XXXX"), "E-Mail Address", "New PIN" (with a masked value "XXXX"), and "Retype PIN" (with a masked value "XXXX"). Below the fields are two buttons: "Apply Changes" and "Cancel". At the bottom, there is a blue hyperlink that reads "Need help? PIN Guidelines."

- 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

The screenshot shows a web form titled "Change Personal Information." displaying current user settings. The fields and their values are: Internal ID (24224), First Name (Adam), Middle (blank), Last Name (Gingery), Phone ((888) 555-6789), E-Mail (blank), Earliest Start Time (7:00 AM), and Latest End Time (4:00 PM). Below this section is an "Address" section with fields for Address 1, Address 2, City, State/Province, and Zip, all currently blank. A blue "Edit Info" link is located at the bottom right of the form.

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

The screenshot shows the "Change Personal Information." form with input fields. The fields and their values are: Internal ID (24224), First Name (Adam), Middle (blank), Last Name (Gingery), Phone ((888) 555-6789), E-Mail (blank), Earliest Start Time (7 AM : 00), and Latest End Time (4 PM : 00). Below this is an "Address" section with fields for Address 1 (123 Main Street), Address 2 (blank), City (Anytown), State/Province (Pennsylvania), and Zip (12345). At the bottom are "Apply Changes" and "Cancel" buttons.

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Select Preferred Schools

- If you would like to customize the list of schools in which you are willing to work, you can input that information into AESOP!

–From the Home Page, click on the “**Preferred Schools**” link

NOTE: This is optional. You do not have to input anything here in order to work. This is just for you to be able to customize what you see.

- ▶ [Search for Assignments](#)
- ▶ [View My Schedule](#)
- ▶ [Add Non-Work Day](#)
- ▶ [Tell AESOP When To Call](#)
- ▶ [Change PIN](#)
- ▶ [View Personal Information](#)
- ▶ [Preferred Schools](#)
- ▶ [Interactive Tutorial](#)
- ▶ [Quick Start User Guide](#)

- You can either specify the specific schools you want, or
- You can specify the specific schools you *don't* want.
- To add a school to this list, click the [Add Schools](#) link.

Substitute: [Howdy, Bill](#)
Preferred Schools

Show me jobs at schools selected below.
 Do not show me jobs at schools selected below.

[Add Schools](#)

No records found

- To select a particular school click to check the box under the Selected column.

- Next, tell AESOP which days of the week should apply to that particular school using the Day of Week check boxes.

- Click the **Apply Changes** button to save.

- You can then click on View Current Schools to see what you currently have selected on your list.

Substitute: [Howdy, Bill](#)
Preferred Schools

Show me jobs at schools selected below.
 Do not show me jobs at schools selected below.

[View Current Schools](#)

Selected	School	Day of Week				
		Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	1st 5 digit institution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Anderson Middle School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bellville Elementary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Blue Ridge Middle School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cash Elementary Schools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cash Middle Schools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cash Secondary School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

AESOP Notifications*

If an assignment that you had accepted is cancelled for any reason, AESOP may notify you automatically. If one of your assignments is ever cancelled, you may receive notification in the following ways:

- When you first log into the AESOP web site, a Substitute Notification Page will appear. AESOP requires that you confirm that you have read the notification before you can proceed to your Home Page.

–AESOP will give you the absence details

–Assignment Number, Date, Start and End times, Location(s), Date/Time Removed and Employee Name

–**Hide Details** simply removes the Date, Times and Location(s) information

–**Show Details** provides the Date, Times and Location(s) information

–Click the **Confirm Notifications** button to confirm you have read the information and to proceed to your Home Page

Good afternoon, Jeffrey Andrews

Substitute Notification Page

You must click the CONFIRM button at the bottom of the page to indicate you have read the following notifications.


Notifications for Chester County School District

REMOVAL NOTIFICATIONS: Your services are no longer needed for the following Assignment(s).

Assignment #	Removed Date/Time	Employee Name
2400390	2003-09-12 12:18	Waldron, Tom

Date	Start	End	Location
2003-09-15	07:30	12:00	Waldron Elementary

You must click the CONFIRM button to indicate you have read the preceding notifications.

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[Contact us](#)

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- If you have an e-mail address defined on AESOP, you may receive a notification via e-mail. The e-mail will contain a link that you can click on to let AESOP know that you received the notification.
- AESOP may also notify you of the absence cancellation when you call into the system. You will hear the details of the notification after you login, and once you confirm that you heard the notification you can proceed to the main menu.
- AESOP may make calls to you to notify you of an assignment cancellation. Once you hear the details, you must choose the “Confirm” option so that AESOP no longer tries to notify you for that assignment’s cancellation.

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