



Getting Started

Using Aesop Successfully

Note: This guide covers most of the functions that are available to substitutes in Aesop. These functions are permission based. If you see something in this guide that you are not able to do, your district may not have given you permission to access this function.

Proactively fill your schedule

Aesop offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, Aesop offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Aesop toll-free at 1-800-942-3767 or log in online at www.FrontlineK12.com/Aesop.

Manage your preferences

With Aesop, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify preferred schools and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

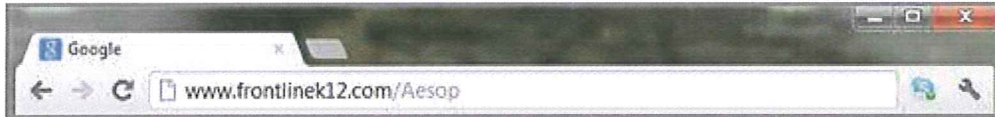
Find out about available jobs

Aesop notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on the district's settings, substitutes can discover available jobs days, weeks, or even months in advance.

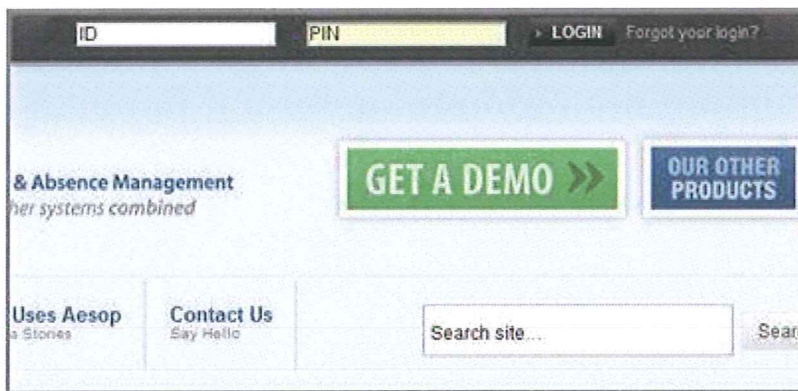
Aesop can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.

Log on to Aesop

The first step to log on to Aesop is to visit the Aesop website. Put **www.FrontlineK12.com/Aesop** into your internet browser address bar and hit the **Enter** button on your keyboard.



This will take you to the Aesop website. At the top right corner of this page you will see the area to login. Use the **ID** (most likely your 10-digit phone number) and **PIN** provided to you by your district. Once you have entered this info into the boxes click the **Login** button.



If you are new to Aesop your district may have provided you with a **Welcome Letter**. Your ID and PIN will be in this letter.

TO: Baker, Tom
Victoria County School District

3/29/2012

Dear Tom ,

We have the pleasure of notifying you that Victoria County School District is using an automated school district. The Aesop system is available 24 hours a day, 7 days a week. Aesop uses

1. You can search for and accept available jobs, change personal settings, update your profile once you take the job!
2. You may interact with the Aesop system by way of a toll-free, automated voice line at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs.
3. Aesop will also make phone calls to substitutes to offer jobs. The administrative office number we have on record for you is (555) 555-1138 .

Important Notes:

* In order to access the Aesop system, you will need to enter your ID and PIN numbers as follows:

ID Number 5555551138
 PIN Number 1138




* If you accept a job, Aesop will issue a confirmation number. **Please remember that your**

What if I forgot my PIN?

You can click the "Forgot your login" button which will open a new page. On this page you can have a PIN reminder sent to your email address or view a document on common login issues.


Need Help Logging In To Aesop?

Forgot Your PIN?




If you have an email address and phone number registered in Aesop, we can help. [PIN Request](#)

Solve Login Issues



The following guide is useful for solving login issues: [Help Guide](#)

Still Need Help?



If you are still having login issues, or if you have questions about how to use Aesop, contact your local school district and ask for the Aesop Administrator

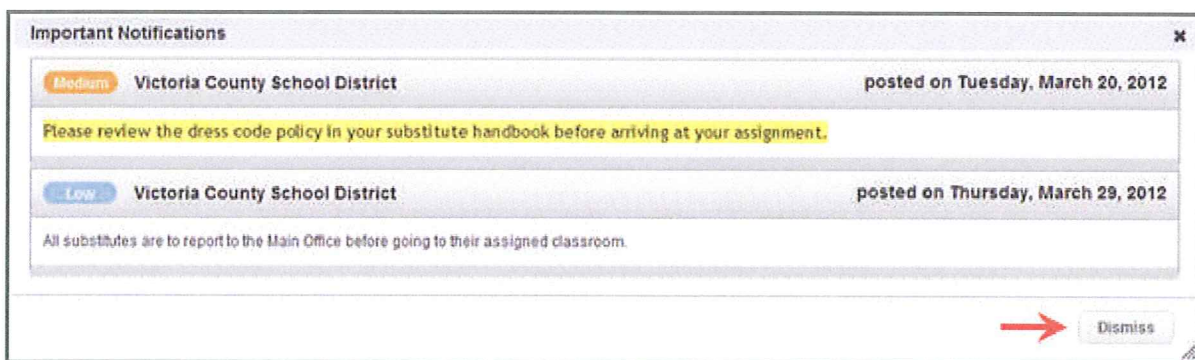


Home Page

Once you have logged into Aesop you will be taken to your home page. You may first get a couple pop-ups of your important notifications. There are two types of notifications you can receive.



Notifications


Web Alerts - These are alerts that have been created by your district for substitutes to see. They can contain important general information that may be useful to you. Once you have read the alerts you can click the **Dismiss** button to move on. These web alerts can be revisited at any time from your website.



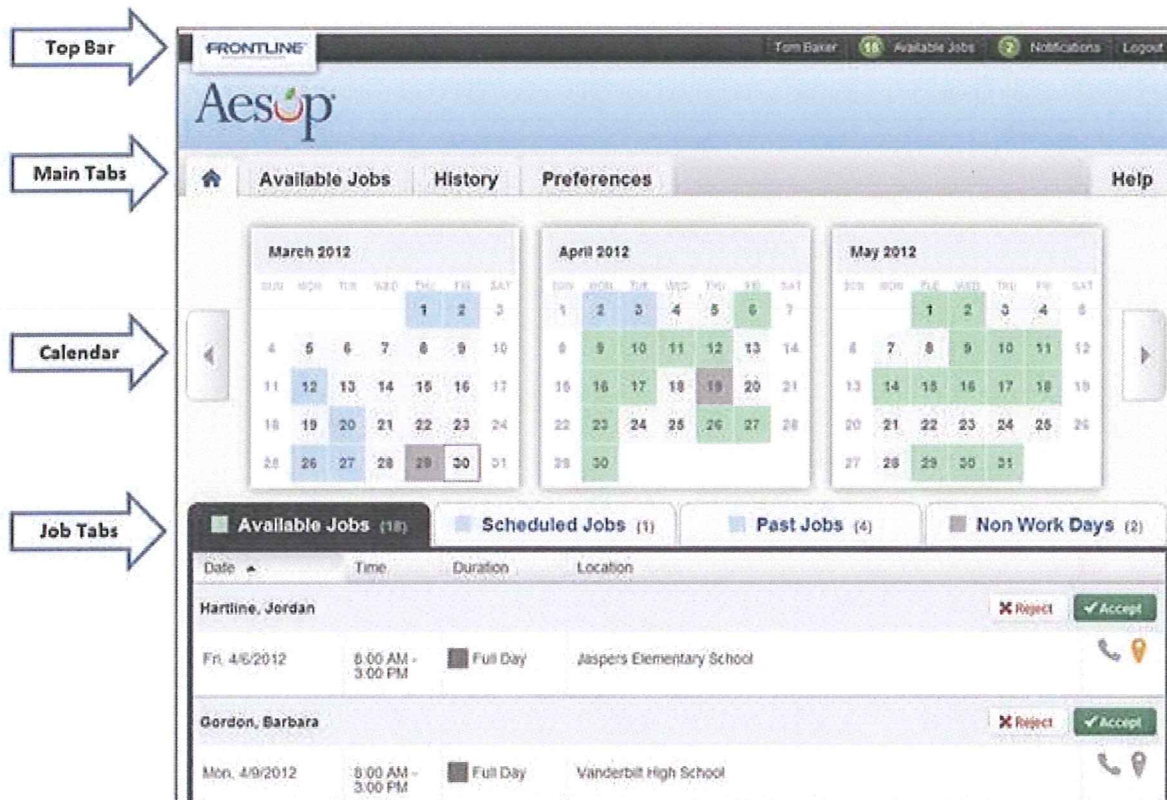
Confirmations - You also may receive notifications that you need to confirm. The example below is a notification that the sub has been removed from a job and their services are no longer needed. These notifications are very important and must be confirmed before you can move on to your home page.

You were removed from this assignment on Thursday, March 29, 2012 2:45 PM.
Your services are no longer required for this assignment.

Date ▲	Time	Duration	Location	
Gordon, Barbara Conf #76176991				
Wed, 5/23/2012	8:00 AM - 3:00 PM	Full Day	Vanderbilt High School	 

 [Confirm](#)

Once you have dismissed or confirmed all of your notifications you will be able to view your home page.







Top Bar points to the top navigation bar containing: Tom Baker, 18 Available Jobs, 2 Notifications, and Logout.

Main Tabs points to the navigation tabs: Available Jobs, History, Preferences, and Help.

Calendar points to the calendar view showing March, April, and May 2012 with job assignments highlighted in blue and green.

Job Tabs points to the job status tabs: Available Jobs (18), Scheduled Jobs (1), Past Jobs (4), and Non Work Days (2).

The **Job Tabs** section displays a list of assignments:

Date ▲	Time	Duration	Location	
Martinez, Jordan Reject Accept				
Fri, 4/6/2012	8:00 AM - 3:00 PM	Full Day	Aaspers Elementary School	 
Gordon, Barbara Reject Accept				
Mon, 4/9/2012	8:00 AM - 3:00 PM	Full Day	Vanderbilt High School	 

Top Bar

At the very top of your home page you will see a black bar with four different buttons you can click on.

Tom Baker 18 Available Jobs 2 Notifications Logout

Your Name - Clicking on your name will take you to the Preferences tab where you can change your personal information and PIN and other settings.

Available Jobs - The number of current available jobs will be displayed in the green circle. Clicking on this option will bring you to the available jobs tab where you will see a list of the available jobs.

Notifications - The number of notifications (web alerts) you have will be displayed in the green circle. Clicking on this option bring up a list of your current web alerts.

Logout - Clicking the Logout option will log you out of Aesop and bring you to a login page.

Main Tabs

The next section of your home page are the Main Tabs.



Home Tab - The tab with the blue house icon is your home tab. You can click this tab from anywhere in the website to be taken back to the home page.

Available Jobs - Clicking this tab will take you to a page listing all of the current available jobs for you.

History - The History tab will take you to a page where you can view the history of your jobs and non-work days.

Preferences - Clicking this tab will bring you to the preferences area of your website you can change your personal information, PIN, preferred schools to work at, and call times.

Help - The Help tab will bring you to a page where you can find the **User Guide** as well as the contact information for your district's Aesop Administrator.

Calendar

Just below the main tabs is your calendar. The calendar is color coded to show the different types of days.

A **black box** around the date represents that it is the current day.

Light blue days are past or scheduled jobs.

Green days are days there are available jobs.

Dark gray represents a non-work day.

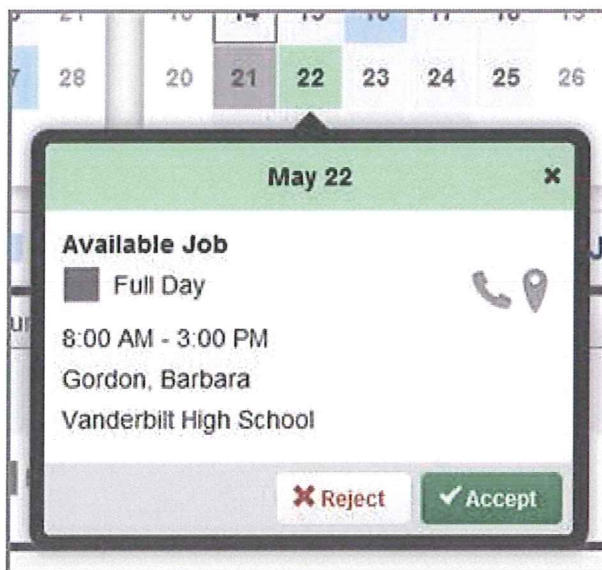
April 2012

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					

Use the back and forward arrows to either side of the calendar to move back and forward in time on the calendar.

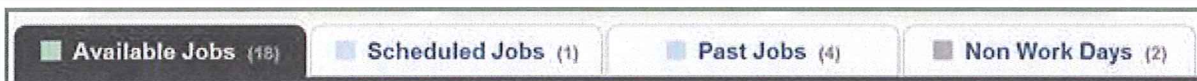


Clicking on an individual day in the calendar will pop up information about that day. If there is an available job on that day you can accept or reject it right from the pop-up.



Job Tabs

The main body of your home page will be your job tabs. They can be found directly beneath the calendar. Clicking these tabs will not take you away from the home page but will change what you are viewing on the home page.



Available Jobs - This tab will bring up the view of the currently available jobs for you. The number in parenthesis represents how many available jobs there are.

Scheduled Jobs - This tab shows the currently scheduled jobs you have already accepted. The number in parenthesis represents the number of currently scheduled jobs.

Past Jobs - The Past Jobs tab brings up your job history for the past 30 days. The number in parenthesis represents the number of past jobs in the last 30 days.

Non Work Days - This tab will show you your upcoming Non Work Days as well as non work days from the past 30 days. You can also create non work days from here. The number in parenthesis represents upcoming non work days and non work days from up to 30 days in the past.



Finding Jobs

On your Sub Web page there are three places you can click to access a list of jobs that you are qualified and available to fill.

FRONTLINE™
Aesop

Tom Baker 18 Available Jobs

Find jobs by clicking any of these three tabs

Available Jobs History Preferences

April 2012

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					

May 2012

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		

June 2012




SUN	MON	TUE	WED
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

Available Jobs (18) Scheduled Jobs (1) Past Jobs (4) No

Date	Time	Duration	Location
Gordon, Barbara			
Mon, 4/9/2012	8:00 AM - 3:00 PM	Full Day	Vanderbilt High School

Job Details




When you have your list of available jobs up you can see all the details of the job (Teacher name/title, job date, job time, location, etc..) without having to go to another screen.

Smith, Matt 3rd Grade Teacher		 	
Mon, 4/30/2012	8:00 AM - 3:00 PM	 Full Day	Sawyer Elementary School

Accepting or rejecting this job is as simple as clicking the Accept or Reject button, but there are other job details you can view as well.

Notes

If you see an icon that look like a sheet of paper that means this job has notes. These could be important notes from the Teacher letting you know information about the job.

Smith, Matt 3rd Grade Teacher		 
Tue, 4/10/2012 - Thu, 4/12/2012	8:00 AM - 3:00 PM	 Full Day


These notes can be viewed before accepting or rejecting the job. Just click the icon and the notes will pop up on your screen. To exit the notes click the X in the top right corner of the pop-up.

Notes ✕




Do chapter 3 review

Multi Day Absence

Some absences in your available jobs list may be multi day absences. Multi day absences will be indicated with the icon you see below.

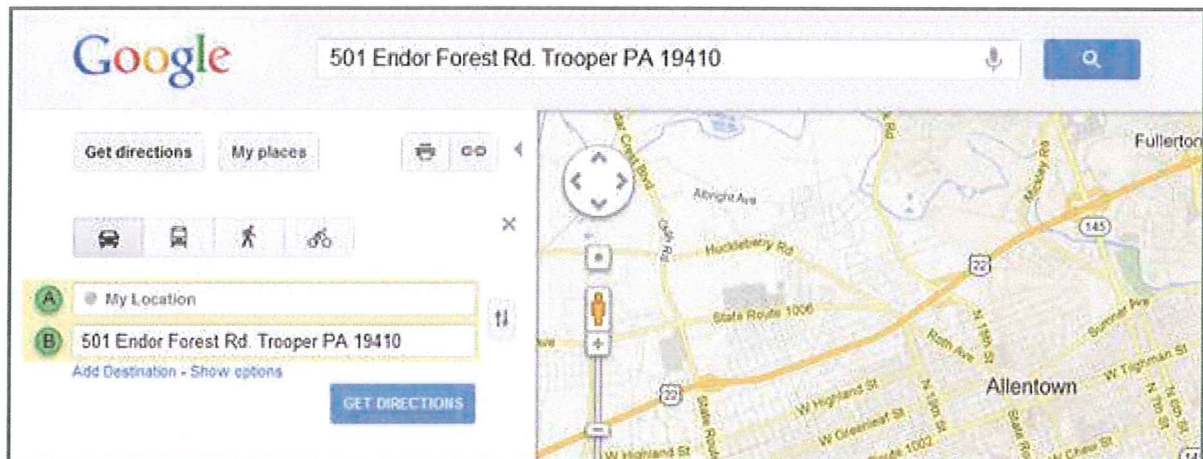


A screenshot of the 'My Recent' section in the app. It shows a list of recent items. The first item is 'See Details', which is highlighted with a red arrow pointing to it. Below the list, there are icons for a phone and a location pin.

Smith, Matt 3rd Grade Teacher		✖ Reject ✔ Accept Multi-day ⌵ Hide Details	
Tue, 4/10/2012	8:00 AM - 3:00 PM	 Full Day	Sawyer Elementary School
Wed, 4/11/2012	8:00 AM - 3:00 PM	 Full Day	Sawyer Elementary School
Thu, 4/12/2012	11:31 AM - 3:00 PM	 Half Day PM	Sawyer Elementary School

A screenshot of a contact card for 'School Phone' with the number '(555) 555-5555'. The card has a dark grey background. Above the card are two buttons: a red 'Reject' button with a red 'X' icon and a green 'Accept' button with a green checkmark icon. To the right of the card are a green phone handset icon and an orange location pin icon.

12/3/2012

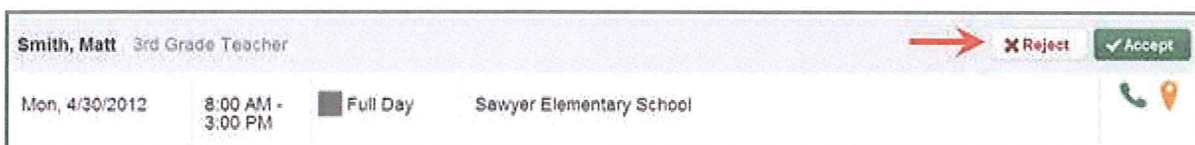


Accepting or Rejecting a Job

Now that you have seen the job details you are ready to accept or reject the job.

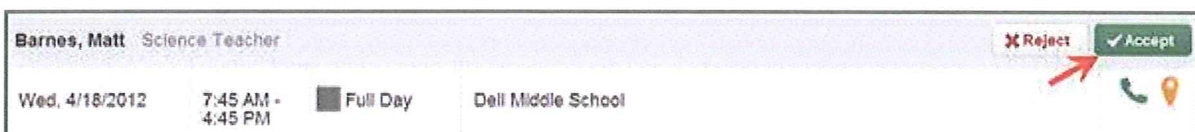
Reject

To reject a job all you have to do is click the Reject button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

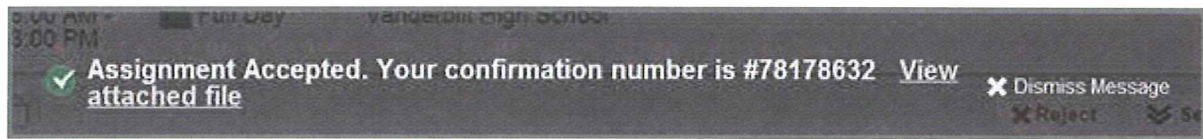


Accept

To accept a job click the green Accept button on the right side of the job listing.



Once you have accepted the job you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the x next to Dismiss Message.



Once you have a confirmation number you know that the job is yours and no other sub will be able to accept this job.



Preferences

Aesop allows you to customize some of your settings like the times Aesop calls you and what schools you would like to work at. You may also be able to edit your personal information and PIN number. To access these things click the Preferences tab on your home page.

Personal Info

To view and/or change your personal info click the Personal Info option in the left menu.

The screenshot shows a sidebar menu on the left with a red arrow pointing to 'Personal Info'. The main area displays the user's name 'Tom Baker' and a table of their information.

Name	Phone	Email	Address
Victoria County School District			
Tom Baker	(555) 555-1138	4thdoctor@gmail.com	Edit

To edit your information click the Edit button. Most district allow their substitutes to change their email address and phone number. You may have permission to edit other info as well. If you make any changes click the Apply button to save the changes.

The screenshot shows the 'Edit Personal Info' form with the following fields:

- First Name: Tom
- Last Name: Baker
- Phone: 5555551138
- Email: 4thdoctor@gmail.com
- Confirm Email: (empty)
- Street: (empty)
- Street 2: (empty)
- Street 3: (empty)
- Street 4: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)

At the bottom right, there are 'Cancel' and 'Apply' buttons.

Change Pin

The next option in the preferences menu is to change your pin. This is the pin you use to login to Aesop.



To change your pin:

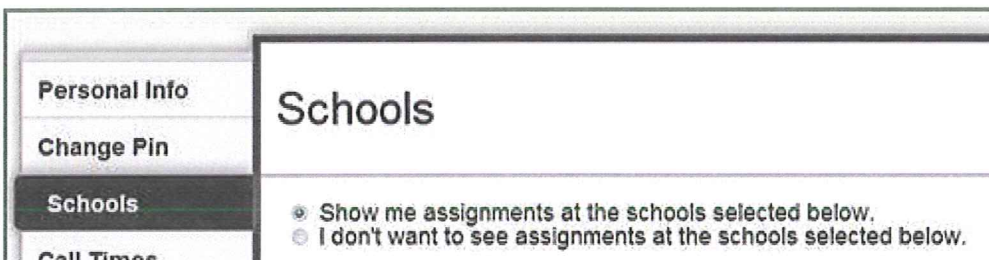
1. Enter you old pin.
2. Enter your new pin.
3. Confirm by entering your new pin again.
4. Click the Apply button to save.

Note: Pins must be 4 or 5 digits long and can only be numerical.

Preferred Schools

Another option you have in Aesop is to choose a list of schools that you want to work at or choose a list you don't want to work at. If you are a new sub Aesop will default you to see jobs at all schools. If you are ok with this you do not need to change any settings here.

Click the Schools option in the menu to access this. At the top of the screen you will be able to choose if you want to the list of schools to be where you want to see jobs or where you don't want to see jobs. Click the circle for the option you want to choose.



Use the All or None buttons to clear out or fill in your list.

Select	All	None
<input checked="" type="checkbox"/> Victoria County Community Schools <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A New School <input checked="" type="checkbox"/> Ackbar High School <input checked="" type="checkbox"/> Administration Building 		

Then click the check boxes for the individual schools you want or don't want (depending on the above setting) to see jobs at. In the example below you can see the sub doesn't want to see jobs from elementary schools.

Schools		
<input checked="" type="radio"/> Show me assignments at the schools selected below. <input type="radio"/> I don't want to see assignments at the schools selected below.		
Select	All	None
<input checked="" type="checkbox"/> Victoria County Community Schools <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A New School <input checked="" type="checkbox"/> Ackbar High School <input checked="" type="checkbox"/> Administration Building <input checked="" type="checkbox"/> Beacon School <input type="checkbox"/> Columbia Elementary School <input checked="" type="checkbox"/> Dell Middle School <input type="checkbox"/> Duquesne Elementary School <input type="checkbox"/> Jaspers Elementary School <input type="checkbox"/> Sawyer Elementary School 		

When you have selected all of the schools, click the Save button to save.

Call Times

By default you will be called for job during the time period set up by your school district, but you can customize these times or turn off calling all together if you wish. To edit your call times click the Call Times option in the Preferences Menu.

Personal Info
Change Pin
Schools
Call Times
District List

Call Times

Accept phone calls for available jobs?
☒ Yes ☐ No

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Call times for Victoria County School District						
Morning						
No Calls	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	5:30 AM - 12:00 PM	No Calls
Evening						
4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	4:00 PM - 10:00 PM	No Calls	No Calls
My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

You district's default morning and evening call times will be displayed. You can edit your call times by clicking the Edit button at the bottom of the screen for any day.

My Preferences						
District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times	District Call Times
Edit	Edit	Edit	Edit	Edit	Edit	Edit

This will bring up a window where you can select the time you want to get called for that day of the week.

Your call time preferences Monday [X]

District Call Times

Morning: 5:30 AM to 12:00 PM

Evening: 4:00 PM to 10:00 PM

My Preferences

☐ Don't Call Me

☒ Call me during the district call times

☐ Call me between [] and []

Cancel ☒ Apply To All ☒ Apply only to Monday

Don't Call Me - Choosing this option will set Aesop to not call you at all on this day of the week.

Call me during the district call times - This will set your call times to the district default.

Call me between - Here you can set the earliest and latest time you are willing to be called for this day of the week.

Once you have picked your settings you have two options:

Apply to All - This will apply these settings to every day of the week.

Apply only to - This will only apply these settings to the day of the week you are editing.

Turning Calling Off

In the top right corner of the calling times area you will see the following option.

Accept phone calls for available jobs?

☒ Yes ☐ No

To turn your calling from Aesop completely off choose the **No** option. You will then receive a warning pop-up from Aesop.

You will not receive any further phone calls from Victoria County School District

OK Cancel

Click OK to confirm. This will mean Aesop will not call you with job offers but you will still be able to search for jobs online.