

## Change PIN & Personal Info

### Change PIN

- ❑ You can change your PIN at any time. To change your PIN, click the **Change PIN** link in the Action Menu.
- ❑ You will need to enter your current PIN and your e-mail address. Then, you will need to choose a new PIN number.
- ❑ To view the PIN guidelines, click the “Need help? PIN Guidelines link.”



The screenshot shows a web form titled "Change your PIN". It contains three input fields: "Current PIN", "New PIN", and "Retype PIN". Below the fields are two buttons: "Apply Changes" and "Cancel". At the bottom of the form, there is a blue hyperlink that reads "Need help? PIN Guidelines."

### Change Personal Info

You can also change your personal information.

- ❑ To do so, click the **Change Personal Information** link in the Action Menu.
- ❑ Then, click the link for **Edit Info**.

**\*NOTE: Your phone number is your login ID. If you change your phone number, you will also be changing your login ID.**

[www.aesopeducation.com](http://www.aesopeducation.com)

## Aesop Tips

- ❑ **Be proactive!** At district designated times the Aesop system will call you, but jobs will be entered into the system 24 hours a day 7 days a week. Use the website to check for available jobs.
- ❑ **Do not hang up** when Aesop calls you. If you are not interested in a job the system is offering you, reject that job and the system will not call you back about that same job.
- ❑ When the system calls, **you must say “hello”** for the system to recognize that someone has answered.
- ❑ Aesop will call you with notifications of job cancellations. You should make a habit out of checking your job details before you leave the house and head to school.
- ❑ During times of inclement weather, it is still your responsibility to check delays or school closings.



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## Website Instructions for Substitutes

[www.aesopeducation.com](http://www.aesopeducation.com)

### Learn how to

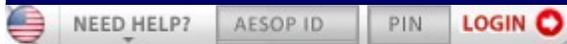
- ❑ Search for jobs through the website
- ❑ View your job history
- ❑ Change your personal info

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# Logging into Aesop/ The Aesop Homepage

## Logging into Aesop



1. Open your web browser.
2. Go to **www.aesopeducation.com**
3. Enter the ID number from your welcome letter.
4. Enter the PIN number on your welcome letter.

## The Aesop Homepage

Interactive Calendar: December 2009  
Sun Mon Tue Wed Thu Fri Sat  
23 30 1 3 4  
7 8 9 10 11  
14 15 16 17 18  
21 22 23 24 25  
28 (29) 30 31 1 2

Good Morning, Brown Derby 1 Assignment is awaiting your feedback.

[Search for Jobs](#)

Messages  
Posted: 12/25/2009  
**Have a Merry Christmas and a Happy New Year!**

Upcoming Assignments for the next 30 days

CONF#	District	School	Employee	Title	Room	Location	Date	Time
43466411	Massanutten School District	Mrs. Killy Court High School - No Nuts	Francis, Brad	Music	Main Office		1/4/2010	8:00 AM - 12:00 PM
43477176	Massanutten School District	Mrs. Killy Court High School - No Nuts	Scott, Michael	Swim Instructor	Main Office		1/5/2010	8:00 AM - 3:30 PM
43477178	Massanutten School District	Mrs. Killy Court High School - No Nuts	Norvin, Jeannette	8th grade english	Main Office		1/6/2010	8:00 AM - 12:00 PM

Questions  
If you have questions about the rules or setup of the system contact **Joseph Cappellini** at (999) 743-1098 or email: [jcappellini@frontlineplacement.com](mailto:jcappellini@frontlineplacement.com).

Personal Information  
Email: [derby@aesoponline.com](mailto:derby@aesoponline.com)  
Phone: (999) 555-  
Earliest Start Time:  
Latest End Time:

- 1 Interactive Calendar
- 2 Action Menu
- 3 Personal Information
- 4 Message Section
- 5 Upcoming Assignments
- 6 Contact Information

www.aesopeducation.com

# Search for Jobs

1. Click the **Search for Jobs** tab in the Action Menu on your home page or just below your name to see a list of available jobs. If there are no jobs available, you will get a message that says "All qualified jobs are currently filled."
2. Click on the **Details** link to view more information about an assignment. For multiple day assignments, Aesop will list the employee's name once and then all dates.

Search again Sort By...  Date/School  Date/(Employee)  School/Date  (Employee)/Date  Date

Start Date	Starting School	Employee	Title	View
01/07/10	Killy Court High School - No Nuts	Romney, Mitt	Elem. English	<a href="#">View</a> <a href="#">Details</a>
01/07/10 (Thu.)	8:00:00 AM - 3:30:00 PM	Full Day		
01/27/10	Eagle Trace High	Romanov, Nicolai	Middle English	<a href="#">View</a> <a href="#">Details</a>
01/27/10 (Wed.)	8:00:00 AM - 4:00:00 PM	Full Day		
02/24/10	Killy Court High School - No Nuts	Francis, Brad	Music	<a href="#">View</a> <a href="#">Details</a>
02/24/10 (Wed.)	8:00:00 AM - 3:30:00 PM	Full Day		

3. Click **Accept Job** if you would like to accept the job or **Reject Job** if you do not want to accept the job. **If you reject the assignment, you will not be able to view it again later.** Click **Cancel** if you are not making a decision at this time to accept or reject the job.
4. You will receive a **Confirmation Number** when you have successfully accepted an assignment.
3. You can view the notes left by the employee or the district in the **Notes** section.
3. You can also view any attachments left by the employee. Click on the attachment; in the File Download box, click **Open** or **Save**.

1.800.942.3767

# View my Schedule

To view your assignment history, click on **View My Schedule** in the Action Menu.

On your schedule, you can view your assignments in three ways:

- Weekly schedule
- 3-month calendar view
- All absences scheduled for the current month

Click on a numbered day in the 3-month calendar view, and the weekly schedule will change to that week.

Navigation > Home > View My Schedule | Logout Wednesday, September 21, 2011 [Return To Homepage](#)

Change View: [Month View](#) | [Go To Current Week](#)  
Week View(9/19/2011 - 9/23/2011)

Change Date  
September 2011 | 2011 | Go

Monday, Sep 19	Tuesday, Sep 20	Wednesday, Sep 21	Thursday, Sep 22	Friday, Sep 23
5:00 AM				
6:00 AM				
7:00 AM				
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				

September 2011  
Sun Mon Tue Wed Thu Fri Sat  
28 29 30 31 1 2  
5 6 7 8 9  
12 13 14 15 16  
19 20 (21) 22 23  
26 27 28 29 30 1

October 2011  
Sun Mon Tue Wed Thu Fri Sat  
25 26 27 28 29 30  
3 4 5 6 7  
10 11 12 13 14  
17 18 19 20 21  
24 25 26 27 28  
31 1 2 3 4 5

November 2011  
Sun Mon Tue Wed Thu Fri Sat  
30 31 1 2 3 4  
7 8 9 10 11  
14 15 16 17 18  
21 22 23 24 25  
28 29 30 1 2 3

- If you need to cancel a job, click the trash can and then click OK to confirm the cancellation.

Available 24/7