

#### 4. To Review or Change Name Recording

- From Main Menu Press 4
  - AESOP will present the following options:

To change name recording	Press 1
To change PIN	Press 2
To change phone number	Press 3
  - Select option 1.
    - AESOP will either play back your previous recording or spell out your name and ask if you wish to change the recording.
    - If you wish to change, AESOP will then prompt you to record your name.

<b>Notice:</b> It is best to avoid long pauses before and after your recording.	
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    - After recording, AESOP will present the following options:

To save	Press 1
To erase and rerecord	Press 2
To return without saving	Press 3

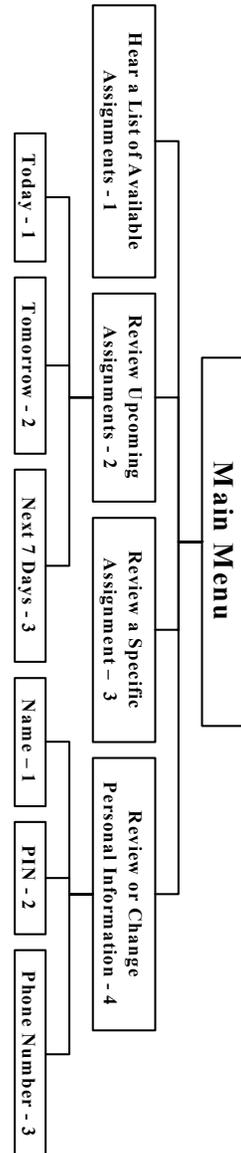
#### 5. To Review or Change PIN Number

Follow instructions above for changing name recording but select different menu options.

#### 6. To Review or Change Phone Number

Follow instructions above for changing name recording but select different menu options.

#### 7. AESOP Phone Menu at a Glance

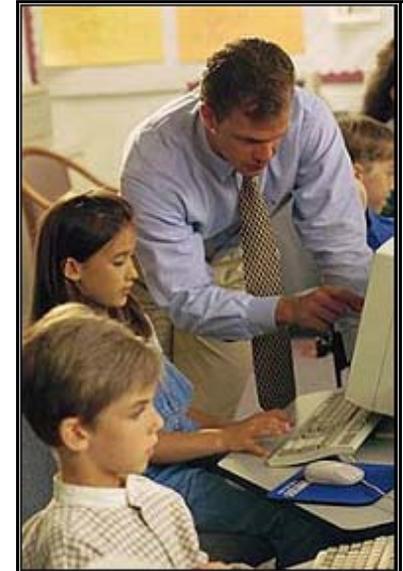


**Frontline Data, Inc.**

Phone System: 1-800-94-AESOP  
Email: [Support@aesoponline.com](mailto:Support@aesoponline.com)



## *AESOP Phone System Instructions for Substitutes*



1-800-94-AESOP or 1-800-942-3767

## Instructions When AESOP Calls You

### When AESOP Calls . . .

- AESOP will introduce itself and then present the following options:

If interested in an assignment	Press 1
To prevent further calls today	Press 2
If you are unavailable	Press 3
To prevent AESOP from ever calling	Press 9+

+ **Attention:** Do not press 9 unless you wish to never be called by AESOP.

1. Press 1, if interested in an assignment.
- AESOP will tell you the district name as well as the school name of the assignment.

2. Enter your PIN number.

**Attention:** Please be sure to enter your PIN number rather than your ID number which AESOP does not need when it calls you.

- AESOP will play back the details of the assignment and then present the following options.

To accept this assignment	Press 1
Hear this assignment again	Press 2
To reject and allow additional calls today	Press 3
To reject and prevent additional calls today	Press 4

3. Press 1, if you wish to accept the assignment.
- AESOP will playback your confirmation number.

**Notice:** It is very important that you write the confirmation number down as it will be helpful in accessing this assignment in the future.

## Instructions When You Call AESOP

### How to Access the AESOP Phone System

1. **Dial 800-94-AESOP (or 800-942-3767).**
2. **Enter your ID number followed by the # sign.**
3. **Enter your PIN number followed by the # sign.**

### Available Functions in the Phone System

1. Hear a List of Available Assignments
2. Review or Cancel Upcoming Assignments
3. Review or Cancel a Specific Assignment
4. Review or Change Name Recording
5. Review or Change PIN Number
6. Review or Change Phone Number

**Helpful hint:** Pressing the \* key will always take you back one menu level anywhere in the phone system.

### 1. To Hear a List of Available Assignments

- From Main Menu Press 1
- AESOP will retrieve a list of available jobs.
- After each assignment is played back, AESOP will present the following options:

To accept this assignment	Press 1+
To hear this again	Press 2
To reject this assignment and not hear it again	Press 3
To listen to the next assignment	Press 4
To replay a bypassed assignment	Press 5++
To return to the Main Menu	Press 6

+If AESOP is presenting a multi-day assignment, this prompt will say, "To hear more about this assignment."  
++ Played only after second assignment has been played.

### 2. To Review or Cancel Upcoming Assignments

(Cancellation is not available to every user and is not available to any user once an assignment is past the cancellation cutoff time.)

- From Main Menu Press 2
- AESOP will ask you to select the day(s) you wish to review or cancel assignments.

For today	Press 1+
For tomorrow	Press 2+
For next 7 days	Press 3+

+ Not heard if there are no assignments on these days

- AESOP will play back the assignment and then present the following options:

To hear more details	Press 1+
To hear this again	Press 2
To cancel this assignment	Press 3++
To listen to the next assignment	Press 4+++
To return to Main Menu	Press 6

+ Heard only when reviewing a multi-day assignment.  
++ This option may not be available to you.  
+++Heard only when reviewing more than one assignment for next 7 days.

### 3. To Review or Cancel a Specific Assignment

(Cancellation is not available to every user and is not available to any user once an assignment is past the cancellation cutoff time.)

- From Main Menu Press 3
- AESOP will ask you to enter the confirmation number of the assignment you wish to review or cancel.
- **See To Review or Cancel Upcoming Assignments** for remaining instructions.