

5. To Review or Change Name and Title Recording

- From Main Menu Press 5
- AESOP will present the following options:

To change name and title	Press 1
To change PIN	Press 2
To change phone number	Press 3
- 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 and title.

Notice: It is customary to record the grade of an elementary teacher and either the grade and subject or just the subject of a secondary teacher.

Also, it is best to avoid long pauses before and after your recording.

- After recording, AESOP will present the following options:

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

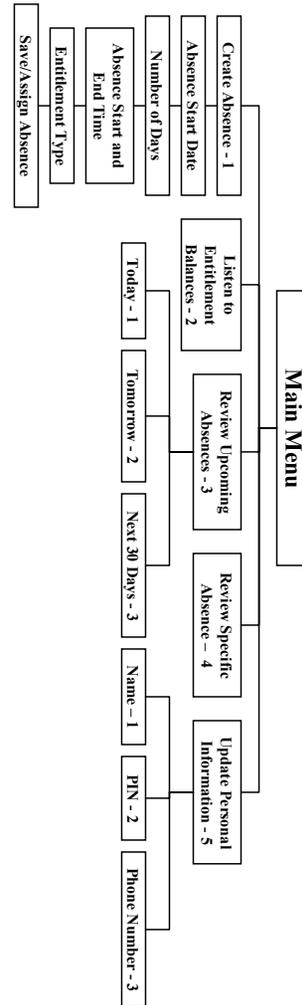
6. To Review or Change PIN Number

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

7. To Review or Change Phone Number

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

8. AESOP Phone Menu at a Glance



AESOP Phone System Instructions for Employees



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

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.

Instructions in This Guide

1. Create an Absence
2. Check Entitlement Balances
3. Review or Cancel Upcoming Absences
4. Review or Cancel Specific Absence
5. Review or Change Name/Title Recording
6. Review or Change PIN number
7. Review or Change Phone number
8. AESOP Phone System at a Glance

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

1. To Create an Absence

1. From the Main Menu Press 1
2. Select from the following Start-Date Options:

For Today	Press 1+
For Tomorrow	Press 2
For Another Day	Press 3
For Monday	Press 4++

+Option 1 is not available when entering an absence after your school's Absence Cutoff Time.
++Option 4 is available only on Fridays and Saturdays.

- If option 3 is selected, AESOP will prompt you to enter the day of the month for which you wish your absence to begin.
(Note: You are only able to enter dates up to 30 days in advance of the current date.)

Note: If you work at more than one school, please see the Employee Quick Start Guide for special instructions.

3. Enter the number of days for your absence (maximum of 5 days).
4. Enter a start and end time for your absence by selecting from the following options:

For a Full Day	Press 1
For a Half-Day Morning	Press 2+
For a Half-Day Afternoon	Press 3+
For Specific Start/End Times	Press 4+
+ This option might not be available in your district.	

4. Select a reason for your absence.
5. Confirm the details of your absence by completing the following steps:
 - AESOP will play back the details of the absence and then ask the following .
(Note: If you are required to leave a verbal message for your absence, AESOP will prompt you to enter that before playing back the details of your absence.)

If correct	Press 1
To reenter	Press 2
To cancel	Press 3

If a multiple-day absence . . .

- AESOP will prompt you to enter a date for the next day of your absence or you may accept the default date.
- AESOP will then ask the following:

If details are same as previous date	Press 1
To change some of the details	Press 2
To change all of the details	Press 3

6. Save your absence by completing the following steps:
 - If you have permission to make this decision, AESOP will ask if you need a substitute.
 - If you have permission to assign substitutes to your absences, AESOP will ask if you wish to select a substitute to assign to your absence.
 - If yes, AESOP will request the substitute's phone number.
 - If no, AESOP will find a substitute for your absence.
 - AESOP will save your information and play back your confirmation number.

2. To Check Entitlement Balances

- From the Main Menu Press 2
AESOP will play back your entitlement balances.

3. To Review or Cancel Upcoming Absences

(This feature is not available to all users and is not available to any user if a substitute has already accepted the absence.)

- From Main Menu Press 3
- AESOP will ask you to select the day(s) you wish to review or cancel absences.

For today	Press 1+
For tomorrow	Press 2+
For next 30 days	Press 3+
+ Not heard if there are no absences on these days	

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

To hear more details	Press 1+
To hear this again	Press 2
To cancel this absence	Press 3++
To listen to next absence	Press 4+++
To return to Main Menu	Press 5

+ Heard only when reviewing a multi-day absence.
++ Option may not be available to you.
+++Heard only when reviewing more than one absence for next 30 days.

4. To Review or Cancel A Specific Absence

(This feature is not available to all users and is not available to any user if a substitute has already accepted the absence.)

- From Main Menu Press 4
- AESOP will ask you to enter the confirmation number of the absence you wish to review or cancel.
- See To Review or Cancel Upcoming Absences for remaining instructions.