

# 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**

# 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. Contact the school district for more information.

**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	<a href="#">Map</a> Lincoln Middle School	Jameson, James		17672	7/17/2003	7:30 AM 11:42 AM
2255428	Chester County School District	<a href="#">Map</a> Lincoln Middle School	Jameson, James		17672	7/17/2003	11:43 AM 3:30 PM
2253809	Chester County School District	<a href="#">Map</a> 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.

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

2/28/2004

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



# 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.



ome | 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	<a href="#">Details</a>
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>School</b>	
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	<a href="#">Details</a>
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>School</b>	
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	<a href="#">Details</a>
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>School</b>	
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	<a href="#">Details</a>
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>School</b>	
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	<a href="#">Details</a>
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>School</b>	
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	<a href="#">Details</a>
<b>Date</b>	<b>From</b>	<b>To</b>	<b>Duration</b>	<b>School</b>	
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

# 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
 <a href="#">Main Street Elementary School</a>	Parrot, Yago	Staff - Clerical Worker	Main Office	Nov 14 2003	9:00 AM-11:30 AM	02:30

Notes:

•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
 <a href="#">Main Street Elementary School</a>	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.

[▶ 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					
12PM					
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.

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

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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 <sup>00</sup>	CONF#: 1045946 07:30-15:00 Cancellation:		CONF#: 1045947 07:30-15:00 Cancellation:	CONF#: 1045948 07:30-15:00 Cancellation:	
8 <sup>00</sup>					
9 <sup>00</sup>					
10 <sup>00</sup>					
11 <sup>00</sup>					
12 <sup>PM</sup>					
1 <sup>00</sup>					
2 <sup>00</sup>					
3 <sup>00</sup>					
4 <sup>00</sup>					

- 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	Kuznewski, 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

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](#)

- 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 <sup>00</sup>			Non-Work Day: 07:30-15:30	Non-Work Day: 07:30-15:30	Non-Work Day: 07:30-15:30
8 <sup>00</sup>					
9 <sup>00</sup>					
10 <sup>00</sup>					
11 <sup>00</sup>					
12 <sup>PM</sup>					
1 <sup>00</sup>					
2 <sup>00</sup>					
3 <sup>00</sup>					

[Change Earliest Start and Latest End Times](#)
[Printable Version](#)

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



# 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.

**Change your PIN**

Current PIN

E-Mail Address

New PIN

Retype PIN

[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

**Change Personal Information.**

Internal ID 24224

First Name Adam

Middle

Last Name Gingery

Phone (888) 555-6789

E-Mail

Earliest Start Time 7:00 AM

Latest End Time 4:00 PM

---

**Address**

Address 1

Address 2

City

State/Province

Zip

[Edit Info](#)

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

**Change Personal Information.**

Internal ID 24224

First Name  \*

Middle

Last Name  \*

Phone  \*

E-Mail

Earliest Start Time  :

Latest End Time  :

---

**Address**

Address 1

Address 2

City

State/Province

Zip

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



# 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"/>	<a href="#">1st 5 digit institution</a>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<a href="#">Anderson Middle School</a>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<a href="#">Bellville Elementary School</a>	<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	<a href="#">Blue Ridge Middle School</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Cash Elementary Schools</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Cash Middle Schools</a>	<input checked="" type="checkbox"/>				
<input type="checkbox"/>	<a href="#">Cash Secondary School</a>	<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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\* Indicates functions which might not be used by your school.

