

# Aesop

Substitute

## 1. Getting Started

- 1-800-942-3767 or 1-800-94-AESOP or [www.aesoponline.com](http://www.aesoponline.com)
- Login (Internet)
  - ID = 10-digit phone number
  - PIN = Last 4 digits of your SSN
  - Check immediately, and if incorrect, contact Virginia Maschhaupt

## 2. Search for Assignments (2 choices: Phone – listen to 5 jobs available OR use Internet)

- Click on “Search for Assignments”
- View current assignments
- Click “Details”
- Accept Assignment (Be patient)
- Confirmation Number is KEY!
- \*\*Don’t click the back button
- Download lesson plans (if available)

## 3. Viewing my Schedule

- Click on “View my Schedule”
  - View calendar and jobs accepted in the current month
  - Removing a job (click the “trash can” icon)

## 4. Options

- Click on “Add Non-Work Day”
  - Date or Repeated Event
  - Non-Work Days are in the color, yellow
- Click on “Tell Aesop When To Call”
  - LHUSD “Window” of Call Times
    - Monday through Friday Mornings
      - 5:30 am through 11:00 am
    - Sunday through Thursday Nights
      - 4:30 pm through 9:30 pm
  - Specify Call Times
  - Specify No Call Days
  - I prefer not to be called by Aesop
  - Substitute can call in however, AESOP will not call the substitute

- Click on “Preferred Schools”
  - Substitutes can see ALL schools by default
  - Select “Do not show me jobs at schools selected below”
    - Click on “Add Schools”
    - Checkbox the schools where you do not want to sub
    - Click “Apply Changes”

- **\*\*\*\*PLEASE NOTE THAT THE MORE LIMITATIONS YOU HAVE REDUCES YOUR CHANCES OF YOU OBTAINING A JOB\*\*\*\*\***

- Click on “Change PIN”
  - Forgot your PIN?
    - Contact Virginia Maschhaupt at the District Office (505-6900)
- Click on “Change Personal Information”
  - Click on “Edit Info”
  - Can only edit phone number & email
  - Note: If you change your PHONE NUMBER, you are changing your ID Number when you initially log into Aesop
- Incorrect Personal Information? (or if you change your telephone number log in)
  - Contact Virginia Maschhaupt at the District Office (505-6900)

### Things to Know

- Be Pro-Active
  - The trainers have encouraged the teachers to be pro-active by entering their dates in as early as possible.
  - The earlier the teachers request days, the quicker you will see the jobs posted for you to select.
  - Working together will make the system work effectively and efficiently.
- How many days can I view?
  - All subs can view 4 months in advance
- Substitute Feedback (optional)
  - On the HOME page, after a job is complete:
    - There should be a link to submit feedback
- Maps to school locations are available by clicking on the map link located next to the absence.

### Aesop Calling

- IVR = Interactive Voice Response
  - **If Aesop calls & the sub says nothing for 5-10 seconds; Aesop will hang up**
    - **Subs need to say “HELLO”**
  - **If a sub hangs up on Aesop without interacting with it;**
    - **Aesop won’t call back for an hour**
  - Aesop calls for one job at a time
  - If the sub does not want that job,
    - If interested in an assignment Press 1
    - To prevent further calls today Press 2
    - If you are unavailable Press 3
  - Note: On the internet, subs can see ALL the jobs available
- **If you know you have a job and ...**
  - **Your phone rings at 5:30 am . . . ANSWER**
    - **It might be AESOP calling to cancel a job**
      - **“Please hold for important information”**
      - **“Your services are no longer needed for job \_\_\_\_\_.”**

## Reporting to School

- Sign in sheets at school sites
  - Admin Assistants will be printing a sign in and sign out sheet each day
    - Teacher's name who is absent
    - The sub's name who accepted the absence
    - Confirmation number
  - The sign out sheet is the paperwork sent to the Payroll Department

## To-Do

- Please check your log-in immediately
  - If you cannot log-in, please contact Virginia Maschhaupt
    - Via email [vmaschhaupt@havas.k12.az.us](mailto:vmaschhaupt@havas.k12.az.us)
    - Call (928) 505-6900
- Recordings
  - Call 1-800-942-3767 to record your name
  - Especially for multiple subs living in the same household
    - When Aesop calls, the voice recording should say "Hello, I am calling for \_\_\_\_\_"
- Inform Family Members
  - Aesop is automated
  - Aesop will be calling the household for a substitute position
  - If you allow family members to accept substitute positions, please leave your ID & PIN number available for them

## Contacts

- Personnel Questions
  - Virginia Maschhaupt (505-6900)
- Technology Questions (Database/Internet)
  - Heidi Gray
  - Email Only ([hgray@havas.k12.az.us](mailto:hgray@havas.k12.az.us))