

Employee Quick Start Guide for Aesop[®]

Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar (on mobile devices, type m.aesoponline.com).



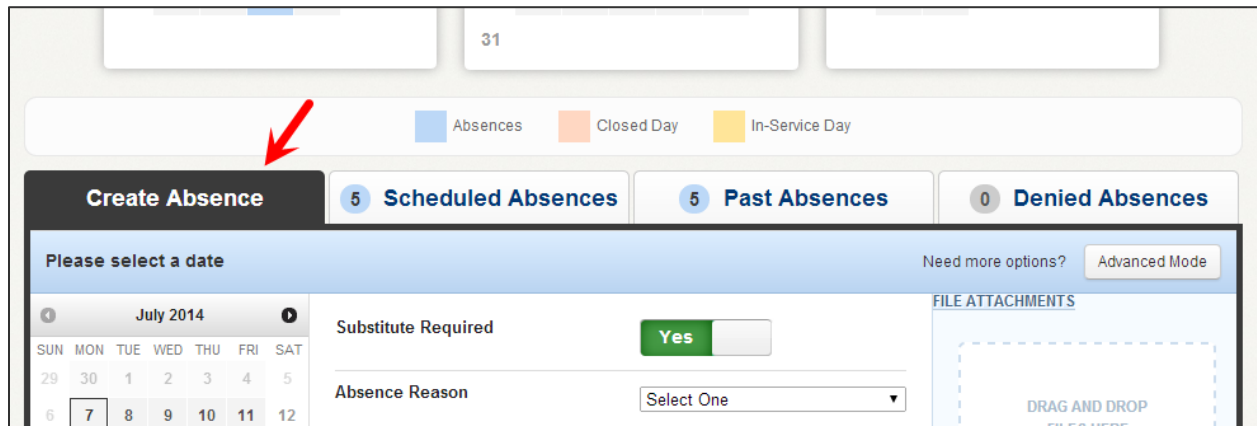
Enter your ID number and PIN; then click **Login**.

Can't remember your login info?

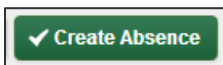
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Creating an Absence

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.

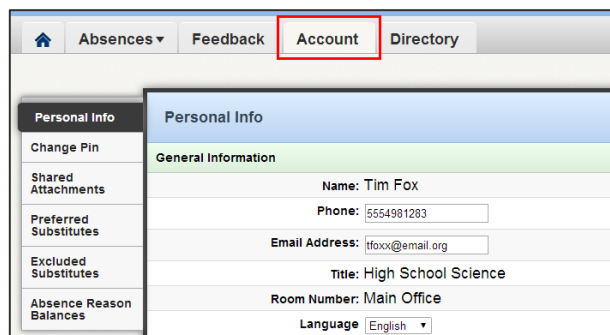


Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



When you've complete entering the absence details, click the **Create Absence** button.

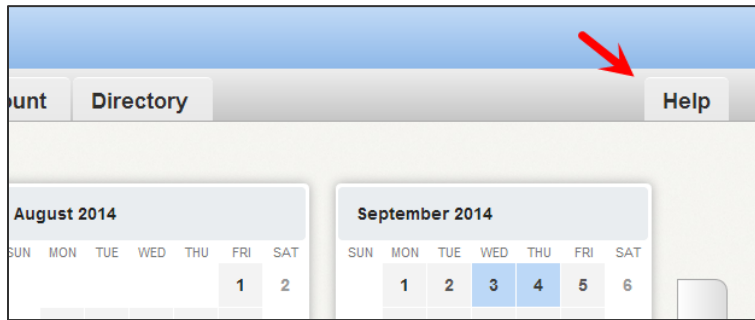
Managing your PIN and Personal Information



Under the "Account" tab, you can manage your personal information, change you PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more in the "Account" tab.

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Getting Help and Training



If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, where you can search Aesop's knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
 - To enter an absence for today – **Press 1**
 - To enter an absence for tomorrow – **Press 2**
 - To enter an absence for another day – **Press 3**
 - To return to the main menu – **Press ***
- Check your absence reason (entitlement) balances – **Press 2**
 - To hear this information again – **Press 1**
 - To return to the main menu – **Press 2**
- Review upcoming absences – **Press 3**
 - To hear the information again – **Press 2**
 - To hear absences for the next 30 days – **Press 3**
 - To listen to the next absence – **Press 4**
 - To return to the main menu – **Press 5**
- Review a specific absence – **Press 4**
 - Enter the confirmation number followed by the # sign.
 - To hear the information again – **Press 1**
 - To cancel a job – **Press 2**
- Review or change your personal information – **Press 5**
 - To change the name recording – **Press 1**
 - To change the PIN number – **Press 2**
 - To change the phone number – **Press 3**
 - To return to the main menu – **Press ***

Employee Quick Start Guide for

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.