

AESOP –TRAINING VIDEOS FOR REPORTING ABSENCES AND FINDING SUBSTITUTES

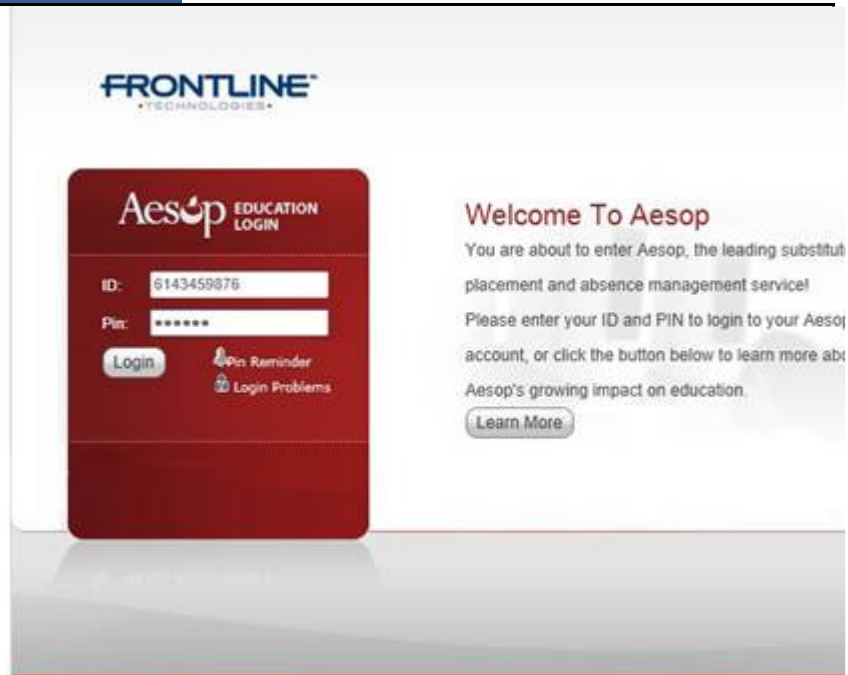
As a follow-up to the letter you received notifying you of your Aesop ID & PIN number, it is important that you **access Aesop and review the User Guide and Training Videos prior to school starting**. Please read the information below and watch the highlighted training videos. **It is our expectation that you will begin the school year ready to use the Aesop system for reporting absences and finding substitutes.**

How do I access & interact with Aesop?

1. You can interact with Aesop on the internet at <https://www.aesoponline.com/login2.asp>. Here, you will be able to enter absences, check your absence schedule and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.
3. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Note: Your ID and PIN numbers were sent to you in a previous correspondence.

The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.



View Aesop Training Videos:

Review the 3 User Guides available to you off of your Aesop Home page (see screen shot to the right):

1. Quick Start User Guide
2. Basic Training Video
3. Advanced Training Video

It is critical that you review these training materials to ensure you are prepared to utilize the Aesop system to report absences and find substitutes as needed.

The screenshot displays the Aesop user interface. At the top, it says "Aesop Automated Substitute Placement & Absence Management" and "FRONTLINE TECHNOLOGIES". The date is "Tuesday, August 14, 2012". The user is logged in as "Laurie Kelly". The main content area includes an "Interactive Calendar" for August 2012, a "Messages" section, and a table of "Currently Scheduled Absences for the Next 14 Days". The table shows an absence on 8/24/2012 for "Administration Office" with a "Vacation" reason, from 6:00 AM to 3:00 PM, and a "Full Day" type. Below the calendar is a "User Guides" section with a red box around the links: "Quick Start User Guide", "Basic Training Video", and "Advanced Training Video". An arrow points from this box to a red "IMPORTANT!" notice that reads: "You need to view the Basic & Advanced Training Videos prior to school starting so that you are prepared to report your absences and submit your requests for subs."

Date	School	Absence Reason	Start Time	End Time	Absence Type
8/24/2012	Administration Office	Vacation	6:00 AM	3:00 PM	Full Day

IMPORTANT!
You need to view the Basic & Advanced Training Videos prior to school starting so that you are prepared to report your absences and submit your requests for subs.

Important Notes:

As a reminder, when entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

As in the past, you will need to submit an appropriate HR Leave form to account for each of your absences reported in Aesop.

We are confident that you will find the Aesop experience beneficial and enjoyable.

If you have any questions, concerns, or comments; please contact Laurie Kelly by phone, or email, as listed below.

Thank you,
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