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.

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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