



AESOP

Automated Educational Substitute Operation

AESOP allows St. Tammany Parish School teachers and paraprofessionals to register absences automatically over the telephone or through a personalized website and allows qualified substitutes to fill those absences automatically. You can proactively manage your jobs and schedule your days!

The right people in the right place at the right time.

There are two ways to log on to AESOP:

1. Type www.aesoponline.com into the URL box and Enter, or use the AESOP button on my webpage LINKS button.
 - a. Enter your ID—which is your phone number including your area code and your PIN—which is the last four digits of your social security number. Your personalized site will offer you choices to search for jobs, tell AESOP when to call, or appoint nonworking days. The window boxes will guide you on how to accept a job and give you a confirmation number. You can also view your schedule to see when you are working, where you are working, and whom you will be substituting for.

2. Call 1-800-942-3767 (1-800-94AESOP)

Following the voice directions, you will enter your ID number (your 9 digit telephone number) followed by the # sign, and then enter your pin number (the last four digits of your social security number) followed by the #sign.

The voice system will tell you where and when substitute teachers are needed and guide you to accepting a position.

Helpful Hint: Pressing the * button will always take you back one menu level in the phone system.



BE SURE TO WRITE DOWN YOUR CONFIRMATION NUMBER!

Note: *If you have accepted a job on AESOP and cannot fulfill the commitment, please call the school as early as possible!*

How to Manage your Site:

1. Please do not change your pin number. Call Rebecca Becnel at 898-6476 if you are experiencing difficulties with your password and pin.
2. If you would like to increase or decrease the number of schools for job availability, call Rebecca Becnel or Lianne Sheps (898-6477) or email rebecca.becnel@stpsb.org.
3. What to do when AESOP calls you:
 - a. AESOP is voice activated. Your greeting (hello, good morning, name, etc.) will prompt the automated phone system to continue.
 - b. You will be prompted to enter either a PIN number (last 4 digits of your social security number) and/or Identification number (area code + phone number). This information should be followed by the #key.
 - c. AESOP will provide you with the details of the assignment. You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for the day. If you accept, AESOP will issue you a confirmation number that you might need in the event of a follow up inquiry. Please remember that you have not accepted the job until you receive the confirmation number.
4. Managing your availability: From your internet HOME page,
 - a. You can choose specific times of the day to be called by selecting “Tell AESOP when to call” or “I prefer not to be called by AESOP” options.
 - b. You can specify days that you are not available for work by selecting “Add Non Work Day” and then selecting the month, day or time frame you cannot substitute.