



# 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](http://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](mailto: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.

## When you call Aesop

To Review or Change your Personal Information, Press 4

- To review or change your name recording, Press 1
- To change your Pin number, Press 2
- To change your phone number, Press 3

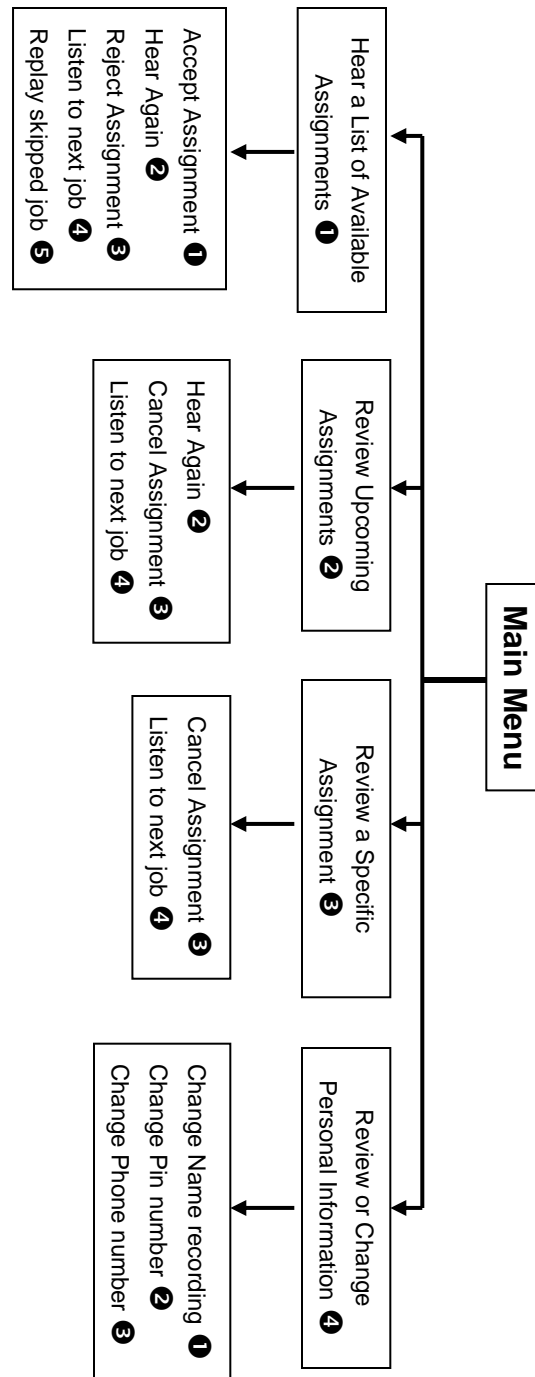
## Special Things to Note

### When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press 2 - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

## Aesop Phone Menu at a Glance



## Phone System Instructions for Substitutes

1.800.942.3767

### Learn how to

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

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[www.aesoponline.com](http://www.aesoponline.com)

## When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:

If you are interested in a job, Press ①

Aesop will play you the School District Name and the School Name.

**Enter your Pin number followed by the pound key ('#')**

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④



When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

To prevent further calls today, Press ②

If you are unavailable, Press ③

To prevent Aesop from ever calling, Press ⑨

- If you select this option then Aesop will never call you again.

[www.aesoponline.com](http://www.aesoponline.com)

## When you call Aesop

1. Dial 1.800.942.3767
2. Enter your **ID number** followed by the pound key ('#')
3. Enter your **PIN number** followed by the pound key ('#')



Pressing the star key ('\*') will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press ①

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥



When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

1.800.942.3767

## When you call Aesop

To Review or Cancel your Upcoming Assignments, Press ②

- To review your assignments for the next 7 days, Press ③
- To return to the previous menu, Press \*

Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ③

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥



Please note that some options may not be available to you.

Available 24/7