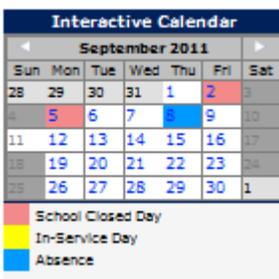


View Your Schedule/ Change PIN & Personal Info

View Schedule

To view your assignment schedule, you can click on the **View my Schedule** tab on the Action Menu on the home page or you can choose a specific date on the **Interactive Calendar**.

- ❑ Dates when you are scheduled to be absent appear in blue on the calendar.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

■ School Closed Day
■ In-Service Day
■ Absence

- ❑ Clicking on a **calendar date** or the **View My Schedule** link will take you to a more detailed calendar. Click on the **confirmation number** to view the details of an absence.
- ❑ Clicking on the **Trash Can** will delete an absence.

Change PIN/Personal Info

- ❑ You can change your PIN at any time. To change your PIN, click the **Change PIN** link in the Action Menu.
- ❑ You can also change your personal information. To do so, click the **Change Personal Information** link in the Action Menu.

***NOTE:** Your phone number is your login ID. Changing it will change your login ID.

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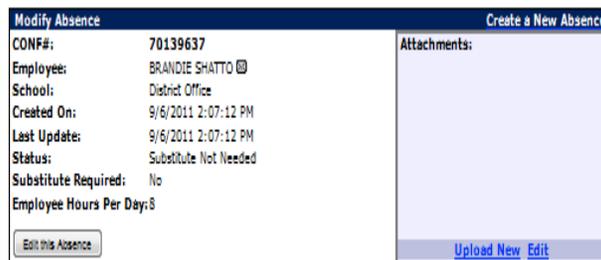
View Your Absence History

To view your absence history, click on the **Absence History** link in the Action Menu.

- ❑ Aesop will display absences for the **past 366 days** as well as the **upcoming 90 days**.
- ❑ The **absence reason** and the **name of the substitute who filled the position** will also be listed.

Substitute Name	Start Date	CONF#	Absence Reason	Hours	School	Status
	10/10/2011	70193693	Family Sick	7.5	District Office	Deleted
	10/04/2011	70193637	Family Sick	30	District Office	Substitute Not Needed
	09/08/2011	70193842	Family Sick	7.5	District Office	Substitute Not Needed

- ❑ To view the details of the absence, click the **Confirmation Number**.



Modify Absence Create a New Absence
 CONF#: 70193637
 Employee: BRANDIE SHATTO @
 School: District Office
 Created On: 9/6/2011 2:07:12 PM
 Last Update: 9/6/2011 2:07:12 PM
 Status: Substitute Not Needed
 Substitute Required: No
 Employee Hours Per Day: 8
 [Upload New](#) [Edit](#)

- ❑ If you need to edit this absence, you can click the **Edit Absence** button.
- ❑ You may also add files for the substitute on this page by clicking the **Upload Files** button. If you need to edit files already uploaded, click the **Edit** button.

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Website Instructions for Employees

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Learn how to

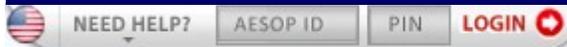
- ❑ Create absences through the website
- ❑ Review Absence History
- ❑ Upload files for your substitute

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Logging into Aesop/ The Aesop Homepage

Logging into Aesop



1. Open your web browser.
2. Go to **www.aesopeducation.com**
3. Enter the ID number from your welcome letter.
4. Enter the PIN number on your welcome letter.

The Aesop Homepage

Navigation: [Home](#) | [Logout](#) Sunday, September 11, 2011

Interactive Calendar: Good Morning, BRANDIE SHAITO

Messages: **5**

Currently Scheduled Absences for the Next 14 Days: **6**

Status of Future Absences That Require Approval: **7**

Questions: **8**

For assistance with the system contact your Aesop Administrator Sharon Hoover, at (717) 776-2000.

1 **Interactive Calendar**

2 **Action Menu**

3 **Help Videos and Guides**

4 **Personal Information**

5 **Message Section**

6 **Currently Scheduled Absences**

7 **Absences Requiring Approval**

8 **Contact Information**

Change Personal Information: Email: bshatto@bigspring.k12.pa.us Phone: (717) 215-7762

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Creating an Absence

1. Click on the **Create an Absence** link in the menu on the left-hand side of the page.
2. Enter the **Start and End Dates** of your absence. You may type them in or click on the calendar icon.

Start Date: 05/10/2010 Monday

End Date: 05/10/2010 Monday

Monday

Sun Mon Tue Wed Thu Fri Sat

☐ ☑ ☑ ☑ ☑ ☑ ☐

Create absences on these days of the week within the date range specified above

3. Leave the Days of the Week boxes checked. You do not need to do anything with these check boxes.
4. Choose the **Absence Reason Type**.
5. Select if a **Substitute is Required**.
6. Specify the **Start and End Times** (if available).
7. Click the **Next** button.
8. Verify the information.
9. Enter any notes for the substitute in the **Notes for Substitute Box**.
10. Enter any notes for only the administrator to see in the **Notes to Administrator** box.
11. Finalize the absence by clicking **Save**.
12. Aesop will give you a confirmation number when the transaction is complete.
13. To attach a file to the absence for the substitute to view, click the **Upload New** link.

***DO NOT USE THE BACK BUTTON!**

1.800.942.3767

Absence Files

Another way to upload files for your substitute is through the Absence Files link.

1. Click on the **Absence Files** link in the menu on the left-hand side of the page.
2. Click **Upload New Files**.
3. The Upload File window will appear.

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Upload File

File:

Description:

Active From:

Active To:

[More](#)

Files must be .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx and less than 600KB.

4. Click **Browse** to find the file on your computer.
5. Enter a **description for your file**.
6. If you would like, you can choose the dates when the file will be visible. Please note, the file will be available to any substitute during that window.
7. Click **Upload**.
8. Your file will now be listed on the Upload Files page.

Available 24/7