Aesop gives you the ability to create a list of substitutes that you prefer to work at your school. If your District has given you the permission to do this, you can create and manage your list of preferred substitutes by clicking on Settings, choosing School, then Preferred Substitutes.

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school. Access the report by clicking on the Reports tab, choosing Employee, then Staff List. Once you’re on the report, set the relevant criteria like employee type, status, etc., and click Search.

The Aesop Learning Center is a great place to access additional training resources, get answers to specific questions and more! Access the Learning Center by clicking the Help tab at the top right of the site, then choose Learning Center. A great place to start is at the “Getting Started” page. Here, there is a collection of videos and articles that will give you everything you need to know to use Aesop effectively.

Manage and edit your PIN number and personal information by clicking on your name in the top right corner of the site, then by clicking on either Change Pin or Personal Info.
Aesop is designed to allow employees to enter their own absences, but as an Admin there may be times that you need to enter an absence on behalf of an employee.

To create a new absence, simply click the Create Absence button on the Quick Actions panel. Alternatively, choose Create Absence under the Absences tab at the top of the page.

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on Reports, choose Substitute, then Substitute Sign In.

Aesop allows you to “reconcile” absences at your school to double-check that the data is correct. This is especially important if you are sharing Aesop’s absence data with a payroll system.

View absences that need to be reconciled by clicking on the Reconcile button in the Quick Actions panel.

To login to Aesop, navigate to: www.frontlinek12.com/aesop in your web browser.

Enter your email address and PIN, then click Login.

Can’t remember your login info?

If you’re having trouble logging in, click the “Forgot your login?” link next to the Login button for more information.

The Daily Report gives you an overview of each day’s absences, substitutes and more.

Access or print the Daily Report by clicking the Daily Report button on the Aesop home page.

If you approve absences at your school, you will find a list of absences requiring approval by clicking the Approve button on the Quick Actions panel.

On the absence approval page, click the Approve or Deny button next to the absence.
USING AESOP ON THE PHONE

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number and more, all over the phone.

WHEN YOU CALL AESOP

To call Aesop, dial 1-800-942-3767. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

• When calling Aesop, you can:
  • Find available jobs - Press 1
  • Review or cancel upcoming jobs - Press 2
  • Review or cancel a specific job - Press 3
  • Review/change your personal information - Press 4

WHEN AESOP CALLS YOU

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you’re eligible for other jobs. You can always call into Aesop (see “When You Call Aesop” section above) to hear a list of all available jobs.

Note: When Aesop calls you, be sure to say a loud and clear “Hello” after answering the call. This will ensure that the system knows you picked up the call.

• When you receive a call from Aesop, you can:
  • Listen to available jobs - Press 1
  • Prevent Aesop from calling again today - Press 2
  • Tell Aesop the Sub it is trying to reach is not available - Press 3
  • Prevent Aesop from ever calling again - Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details and you will have the opportunity to accept or reject the job.
LOGGING IN ON THE WEB

To login to Aesop, navigate to:
www.aesoponline.com
or www.frontlinek12.com/aesop in your web browser.

Enter your ID # and PIN, then click Login.
• ID # (Your 10 Digit Phone number)
• Pin # (Often Times it is the Last 5 Digits of Your Social Security Number)

Can’t remember your login info?
• If you’re having trouble logging in, click the “Forgot your login?” link next to the Login button for more information.

Aesop makes it easy to find available jobs, right on the homepage. Jobs available for you to accept show in green on the calendar, and in list form under the "Available Jobs" tab.

To accept a job, simply click the Accept button next to the absence. If you do not want to accept this job, click the Reject button instead.

GETTING JOBS AND TRAINING

If you have questions, want to learn more about a certain feature or want more information about a specific topic, click the Help tab to go to the Aesop Learning Center, a searchable knowledge base of Aesop help and training materials.
EMPLOYEE INSTRUCTIONS

Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances and more, all over the phone.

To call Aesop, dial 1-800-942-3767. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:
• Create an absence (within the next 30 days) - Press 1
• Check your absence reason (entitlement) balances - Press 2
• Review upcoming absences - Press 3
• Review a specific absence - Press 4
• Review or change your personal information - Press 5

Note: If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.

AESOP Website: www.frontlinek12.com/aesop or www.aesoponline.com

OHM BOCES Sub Call Website: https://www.oneida-boces.org/aesop

AESOP Telephone #: 1-800-942-3767

Username: 10 Digit Phone Number
Password Pin #: Last 5 Digits of SSN

OHM BOCES Aesop Service Operator
Mary: 315-793-8584
You can enter a new absence right from your home page under the “Create Absence” tab. Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute and more. You can also attach files to the absence from here.

When you’ve completed entering the absence details, click the Create Absence button.

To login to Aesop, navigate to www.frontlinek12.com/aesop in your web browser.

Enter your email address and PIN, then click Login.

Can’t remember your login info?

If you’re having trouble logging in, click the “Forgot your login?” link next to the Login button for more information.

Manage your personal information, change your PIN number, and upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, and more in the “Account” tab.

Also, manage which Substitutes you would prefer to fill in for you.