

AESOP SUBSTITUTE DISPATCHING SYSTEM

After you have complete orientation and your HR Technician sets you up in the HR System, Substitute Services will add you to AESOP. It may be close to the start of school (or even after) before we are able to establish your AESOP teacher record. CHECK OCCASIONALLY TO SEE IF YOU ARE SET UP IN AESOP.

Your ID = your 10-digit phone number. Your PIN = the last 4 digits of that phone number

BENEFITS...

AESOP is available 24 hours a day, 7 days a week
You can enter an absence in advance
You can assign your own substitute to your absence

When you enter an absence using the AESOP web site:

- 1) you can provide notes for your substitute to follow
- 2) you can upload lesson plans for substitutes to review

RECORDING YOUR NAME AND ASSIGNMENT

If AESOP prompts you, you will need to make a voice recording.

- 1) Dial 1-800-942-3767
 - 2) Enter your ID and PIN numbers.
 - 3) Record/re-record your name and assignment
- You will hear: "To review or change your personal information, Press 5"
Record only your first and last name and title (Grade and/or subject).
Substitutes who pick up assignments on the phone will hear this recording.

IMPORTANT: If you change your name or grade/subject, be sure to re-record this information.

ENTERING AN ABSENCE IN AESOP

You may use either the AESOP website or phone system to enter your absence. You will be asked to supply the date, number of days, reason for absence, and the start/end times of the class. You will receive a confirmation number once you log your absence.

Web site: www.aesoponline.com

or

Phone system: 1-800-942-3767

HELPFUL TIPS

START/END TIMES

When inputting your start/end times please be sure to use your actual class start/end times. Substitutes are instructed to arrive ½ hour prior to the time given in the AESOP system. If you have yard or bus duty, be sure that the start/end times reflect this additional time.

ASSIGNING A SUB

Prior to assigning a substitute to your absence you must contact the substitute to ensure they are available to accept the assignment. The AESOP system will not call the substitute automatically.

IF YOU NEED HELP...

If you need assistance with the AESOP system, call Substitute Services at 348-0233 or email us at AESOP@washoeschools.net.