



## Employee/Substitute Placement & Absence Management System

### New User Account Activation Form

#### Employee/Substitute

(Instructional & Non-Instructional Support Activation)

**This Section May Be Completed By: HR Administrator or AESOP User**

Please Print Clearly

First Name	Middle Initial	Last Name	Date of Birth
Preferred Phone #	Email Address (District Employees Must List Their District Email Address)		Job Title

**To Be Completed By HR Office: Business Office or Curriculum Instruction Office**

Please Print Clearly

<b>Employee Type:</b>	Must Check One	<input type="checkbox"/> Admin	<input type="checkbox"/> Certified TA	<input type="checkbox"/> Certified Teacher	<input type="checkbox"/> Civil Service	<input type="checkbox"/> Sub
<b>Employee #:</b>		<b>Gender:</b>			<input type="checkbox"/> M	<input type="checkbox"/> F
<b>Certified TA:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Level:</b>				
<b>Certified Teacher:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is Substitute Active in other District:</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Proficient in Following Languages:</b> Must Check One		<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> French	<input type="checkbox"/> Chinese	<input type="checkbox"/> _____
<b>Assigned Building Location:</b> <input type="checkbox"/> ECP <input type="checkbox"/> LFJ <input type="checkbox"/> HV <input type="checkbox"/> RJB <input type="checkbox"/> WMS <input type="checkbox"/> WHS <input type="checkbox"/> Mansion Must Check All That Apply						
<b>Please List Qualified (or Preferred) Subject Areas:</b> _____ _____ _____						
<b>Additional Notes:</b> _____ _____ _____						
<b>BOE Approved / Appointed On:</b>						
<b>HR Department Administrator:</b> Please Initial / Sign						



## Quick Start Instructions

1. If you do not recall your current PIN or you are getting an incorrect ID or PIN combination message, please click on the *PIN Reminder* options at the login. Select *Substitute* or *Employee* at the *Employee Type* drop down list. Enter the phone number you provided when your account was created. Enter your *First Name* and *Last Name*. Select *Email Pin*. The PIN will be emailed to your Greenburgh CSD address. The email will contain instructions on how to reset your PIN. Create a new PIN and return to the main AESOP login page at <https://www.aesoponline.com/login2.asp>.

2. If you are having difficulties resetting your PIN or do not recall your ID and PIN combination, or have any questions regarding using the ASOEP software application, please send an Email to [aesophelp@greenburghcsd.org](mailto:aesophelp@greenburghcsd.org) for assistance. **Please include in the Subject Field the topic for assistance. For example, if you cannot retrieve your PIN, please enter "PIN Retrieval" in the Subject Field of your email.** A member of the tech support staff will address your request promptly.
3. The ASEOP Support Help line is 914-761-6000 ext. 3000 or ext. 3000 if calling internally. Support Help Line hours are 7:30 a.m. to 4:00 p.m. **Please follow steps 1 and 2 for assistance before contacting the ASEOP Support Help Line.**

## Logging in on the Web

To log into Aesop, type <http://www.aesoponline.com> in your web browser's address bar.

Enter your ID number and PIN; then, click **Login**.

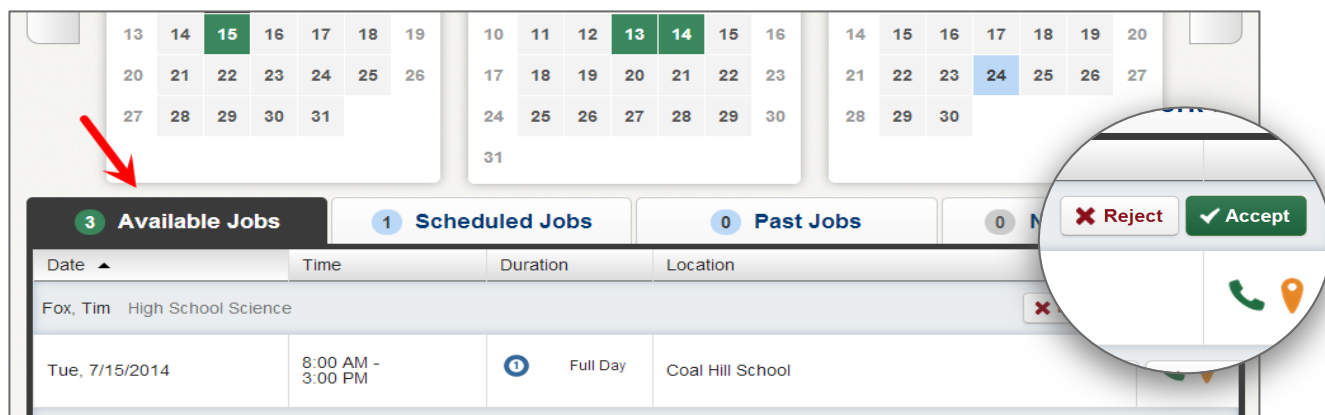
The image shows the Aesop Education Login page. It has a red background with the Aesop logo at the top. Below the logo, there are two input fields: "ID:" and "Pin:". To the right of the "Pin:" field, there are two links: "Pin Reminder" and "Login Problems". At the bottom left, there is a "Login" button.

### Can't remember your login info?

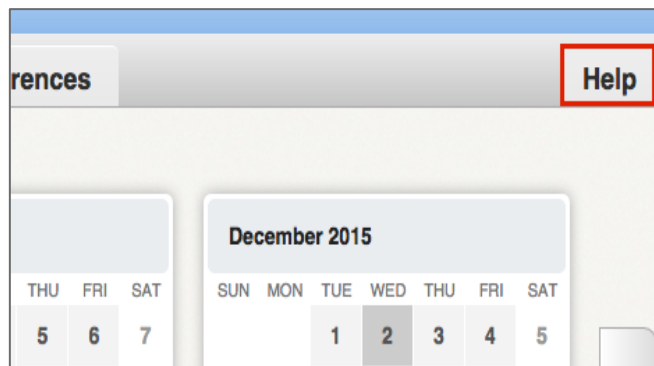
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

## Finding Available Jobs

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.

The image is a screenshot of the Aesop homepage. At the top, there are three calendar views. The first calendar shows dates 13 through 31, with date 15 highlighted in green. A red arrow points from this green date down to the "Available Jobs" tab. Below the calendars, there are four tabs: "3 Available Jobs", "1 Scheduled Jobs", "0 Past Jobs", and "0 More". The "Available Jobs" tab is selected. Below the tabs, there is a table with columns: "Date", "Time", "Duration", and "Location". The first row of the table shows "Tue, 7/15/2014", "8:00 AM - 3:00 PM", "Full Day", and "Coal Hill School". To the right of the table, there are two buttons: "Reject" (with a red X icon) and "Accept" (with a green checkmark icon). A circular inset shows a close-up of these two buttons.

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.

The image is a screenshot of the Aesop homepage. At the top, there are two tabs: "Absences" and "Help". The "Help" tab is highlighted with a red box. Below the tabs, there is a calendar for December 2015. The calendar shows dates 1 through 5, with date 2 highlighted in green.

## Getting Help 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 to search Aesop's knowledge base of help and training materials.

## 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 or 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.