

# Aesop System SUBSTITUTE ONLINE INSTRUCTIONS

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## Mahopac Central School District

District Office – Jesus Martinez  
845-628-3415 x10300

Austin Road. Elementary,  
845-628-1346, 8:50 AM - 3:35 PM  
Fulmar Road Elementary,  
845-628-0440, 8:50 AM - 3:35 PM  
Lakeview Elementary,  
845-628-3331, 8:05 AM - 2:50 PM  
Mahopac Middle School,  
845-621-1330, 7:30 AM – 2:15 PM  
Mahopac High School,  
845-628-3256, 7:30 AM - 2:15 PM

## To access Aesop by phone call

1-800-942-3767

Or log on to

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

## Helpful Tips

- Use Aesop to report all absences
- Must use a computer
- Save your job confirmation number
- If it is too late to report your absence, you must call your school building

## PREFERENCES CALL TIMES, CHANGE PINS, PREFERRED AND EXCLUDED SCHOOLS

Select the Preferences tab towards the top of your home page to access these options.

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### TELL AESOP WHEN TO CALL (CALL TIMES)

1. Select the Call Times tab, on the left of your screen, to adjust your call times.
2. Read the following disclaimer and continue onto the call time options by selecting the **“Acknowledge”** option.
3. On the top right of the “Call Times” page, you can either turn on/off incoming phone calls for available jobs by selecting either the “Yes” or “No” option.
4. Next to the “Call Times” title is the name of the site you are adjusting your call times for. By selecting a site (ex. Austin Road) you can adjust your call times specific to available jobs from that corresponding site only.
5. To customize your hours specific to an individual (or recurring day) select the **“Edit”** options, located under “My Preferences”.
6. To adjust your “Call Time Preferences”, you can select “Don’t Call me”, “Call me during the call times” and

“Call me between \_\_\_ and \_\_\_”.

7. In the third option, input the times you wish to be called.
8. By saving with “Apply to All”, the call time you have saved will apply for all work days. If you select “Apply only to this day” the adjusted call time will only apply for this one individual date.
9. If you wish to remove a call time adjustment, select **“Edit”** again and select the “Call me during the call times” to return the calling times to normal.

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### CHANGE PINS

1. Select the Change Pin tab on the left of your screen.
2. Input your previous PIN in the field to the right of “Old Pin”.
3. Input your new PIN in the field to the right of “New Pin”.
4. Repeat input of your new PIN in the field to the right of “Confirm New PIN”.
5. To save your new PIN, select the “Save Changes” option on the bottom right, to complete the PIN change.

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### PREFERRED AND EXCLUDED SCHOOLS

1. Select the Schools tab on the left of your screen.
2. To build your preferred list for school assignments that you would like to see, select “Show me assignments at the schools selected below.”

3. To select/deselect schools at once, click “All” or “None” to add or remove checkmarks next to the schools you are interested in viewing jobs.
4. To select schools individually, select/deselect the box next to the corresponding school you wish to view the jobs of.
5. Once you have built your list, select “Save” on the bottom right hand side of your screen to confirm the preferred school assignments you wish to continue to view.
6. To build your exclusion list for school assignments, select “I don’t want to see assignments at the schools selected below”.
7. Repeat steps 3 through 5 to complete your exclusion list.  
**Note: You will also NOT receive phone calls from jobs at these sites either.**

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### OTHER HOME PAGE FEATURES

- **History** – Any past jobs you have accepted will appear in this tab found at the top of your home page.
- **Questions** – If you have any questions regarding Aesop, please contact the individual listed or email the contact at your school district.



## YOUR HOME PAGE

To log onto Aesop, enter [www.aesopeducation.com](http://www.aesopeducation.com) in your internet browser and click the **Go** button. Enter your ID and PIN from the personalized welcome letter you received from the district.

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## YOUR HOME PAGE FIND AND ACCEPT ASSIGNMENTS ONLINE

### Searching and Accepting/Canceling Assignments

This will be located at the top left of your home page.

#### Searching and Accepting an Assignment

1. Click **Available Jobs** tab on the top left of your home page.
2. Scroll down to the bottom of the screen to see all available jobs.
3. If available, click on “See Details” link to view more information on the assignment.
4. Click “**Accept**” if you would like to accept the job or “**Reject**” if you do not want to accept the job.  
**Note: If you reject the assignment, you will not be able to view it again later.**
5. You will receive a “Confirmation Number” when you have successfully accepted an assignment in a notification at the top of your screen. Please record this number for your records.

6. In order to email the employee or view any files attached to the job, click on the “House” icon at the top left of your screen.
7. Scroll down and click “Scheduled Jobs” tab.
8. To the right of the employee’s name in the job you recently accepted, you will see an envelope and a paper clip. The envelope will allow you to email the employee who posted the job. The paper clip will allow you to view any files attached to the job.

#### Canceling an Assignment

1. If you would like to cancel the job, while under the “Scheduled Jobs” tab on your home page, scroll down to the job you wish to cancel. To the right of the confirmation number, click “**Cancel**”  
**Note: If you remove yourself from a job, you will not be able to see it again.**
  2. A warning message will appear. Click either “Yes” or “No” on the following prompt to confirm your decision.
  3. The canceled assignment no longer appears on your calendar or list of assignments.
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## YOUR SCHEDULE

You can view your assignment schedule on the home page or by clicking on the “House” icon on the top left of your screen. Aesop displays two types of days on the calendar:

- **Non-Work Day (Gray)** – days/hours you have indicated you are unable to work.
- **Accepted (Blue)** – jobs for which you are scheduled to work.
- **Available Absences (Green)** – days with open jobs that are ready to be accepted.

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## YOUR HOME PAGE ADDING NON-WORK DAYS

### To Add/Remove Non-Work Day(s) to Your Schedule

#### Adding a Non-Work Day(s)

1. Click on the day you wish to add as a “Non-Work Day” on your interactive calendar located on your home page.
2. Select the “**Add Non-Work Day**” option on the bottom of the prompt that appears.
3. Leave the “All Day” checkbox selected if you are only looking to have one, individual non-work day.
4. Unselect the “All Day” checkbox if you wish to adjust the time range and recurrence of the non-work days you wish to have.

5. Select the “Repeat” checkbox to have the non-work day repeat automatically until an assigned end date.
6. Lastly, type in a reason for the non-work day on your schedule.
7. Select “**Save**” on the bottom right of the prompt to save your non-work day(s) to your calendar.

#### Removing Non-Work-Day(s)

1. Select the non-work day you created on your interactive calendar located on your home page. (Highlighted in gray.)
  2. In the prompt that appears, select the “**Remove**” option on the bottom right.
  3. Confirm the removal of the non-work day on the next prompt by selecting “**Remove**” again.
  4. Your non-work day will no longer appear on your interactive schedule.
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### Substitute Experience Survey

You can rate your experience (1-5 stars) and give details by answering a series of questions. These questions may have been customized for the position you filled in for in this instance (i.e. questions for “teachers”, etc.)