

IMPORTANT AESOP INFORMATION

This information pertains to Aesop, our automated leave tracking and substitute finder system. It contains tips and suggestions for using the program and some recommendations I have found to be helpful.

Below, please find your AESOP ID and PIN (your ID is your full phone number provided to the district, including the area code, with no extra characters. Your PIN is the last 4-digits of that same phone number). You will use this login each time you need to create an absence for yourself.

Please enter all of your absences directly into Aesop. Your supervisor will receive your absence requests and will approve/deny them accordingly. When creating an absence, you will find a "Notes to Administrator" box where you are able to explain the purpose of your personal or professional absence. Your supervisor will immediately receive an email for each absence you request.

AESOP ID: 4145552288 (phone number)

PIN: 2288 (last 4 digits of phone number)

When you can, please follow the three steps below that will help make using the system as easy as possible!

1. ACCESS AESOP ON THE WEBSITE:

Please log on to Aesop as soon as you can to become familiar with the program; a link to the website is attached below in your letter. For ease, please save the site as a favorite.

è Please save the Aesop website as a favorite: <https://www.aesoponline.com/login2.asp>

You will find a "help" button on the upper right corner of your home page where you will find a short video entitled "Employee Web Basic Training" that I am asking everyone to view. It will walk you through the steps in creating an absence. You will also find valuable user guides that will help you the first few times you use the system. Feel free to change your PIN to a more meaningful number. Please also create a preferred substitute list to help fill your absences more quickly.

2. ACCESS AESOP THROUGH A TELEPHONE:

I recommend that you call into the toll free number and walk through the steps of entering an absence via the phone, [1-800-942-3767](tel:1-800-942-3767). At the end of the call it will ask you to confirm the absence at which point you can cancel the transaction. I suggest entering the toll free number into your cell phone and keeping your ID and PIN numbers handy, in case you are stranded somewhere and don't have access to the internet.

è Please save the toll free number in your cell and home phones for easy access: [1-800-942-3767](tel:1-800-942-3767)

3. ACCESS AESOP THROUGH YOUR CELL PHONE:

Aesop created a user friendly mobile-optimized website that is very convenient and easy to use. It is not an app that needs to be downloaded. Any iPad, tablet or smartphone can get to it.

è To access the Aesop mobile website, launch your device's internet, navigate to m.aesoponline.com and select "remember me" or other favorite options your phone may offer.

If you have any questions, please contact Diane Widmer at 414-525-8416 or dwidmer@whitnall.com.