

**Wood County Educational Service Center**  
**Substitute Internet Quick Guide – Aesop System- www.aesoponline.com**

<p style="text-align: center;"><b>When should Aesop call? Setting Defaults</b></p>	<p>The Aesop system is set to call from 5:00 am to 10:00 am. Then again from 4:00 pm until 11:00 pm. The Aesop system calls Monday-Friday morning for substitute assignments that are needed for the current day. The evening calls are made Sunday-Thursday for assignments that are available for the next two days. Aesop <b>does not</b> make any phone calls Friday evening, anytime on Saturday, nor Sunday morning. To change the times that Aesop calls you:  <b>Click on Tell Aesop when to Call. You have 3 choices.</b></p> <ol style="list-style-type: none"> <li>1) Specify call times-allows you to change how early or how late Aesop should call.</li> <li>2) Specify No Call days – allows you to set a day that you are unavailable to be called for the entire year.</li> <li>3) I prefer not to be called by Aesop. Clicking on this will stop Aesop from ever calling you. If you use this button, Aesop and the WCESC assumes you will be searching for assignments through the internet on your own.</li> </ol>
<p style="text-align: center;"><b>Preferred Schools Setting Defaults</b></p>	<p>If you do not list any schools in the Preferred School list you will be contacted by Aesop for every district the WCESC has classrooms in. (This is an extensive list!)  <b>Click on Preferred Schools.</b> This is a 2 step process--Remember to complete both parts.  <u>STEP 1</u> – Click on the Radio button at the top-Show me jobs at schools listed below. Click on Apply Changes.  <u>STEP 2</u> – Click on Add Schools, the list of every school in the WCESC area will appear. Click on the box to the left of the school to add it to your list. Once completed scroll to the bottom of the list and click on Apply Changes. This takes a moment to download.          You can click on View schools to make sure the ones you have selected are all listed.</p>
<p style="text-align: center;"><b>Adding a Non-Working Day</b></p>	<p><b><u>Add a Non-Work Day-</u></b> This section is very important to Aesop and the WCESC. If you have taken a job through Aesop – Your calendar will show a Blue workday. If you are unavailable for a certain day because you have taken a non-Aesop job- you can schedule this into the system. This date will appear on your calendar in Yellow. If you do not register your unavailable dates in Aesop – you will be called in the morning on days you do not wish to receive phone calls. This is the section you will use if you take a long term substitute job, or have another part time job and are unavailable on certain days of the week.  <b><u>To schedule a non-work day for a 1 day occurrence:</u></b>          Click on Add Non-Work day. Choose the date that you are unavailable, typing in a description is for your own purpose, listing the times you are unavailable. Scroll to the bottom and click on save.  <b><u>To schedule a non-work day for a reoccurring date: (ie Not available on Fridays)</u></b>          Click on Add Non-Work Day. Choose a date that the non-work starts, ie 8/24/2015. Click on the Repeat Event section and enter the date that the non-work day ends, ie 6/6/2016. Click on the day of the week for the non-work day (ie, Friday). Click on save. Every Friday in your calendar will appear as a yellow non-work day.  <b><u>To schedule a non-work day for a reoccurring date: (ie subbing for a long term 9 week period):</u></b>          Click on Add Non-Work Day. Choose the date that the non-work starts. Click on the Repeat Event section and enter the date that the non-work day ends. Click on the All Week tab. Click on save. The time period you selected will now appear as yellow non-work days on your calendar.  <b><u>REMEMBER--</u></b> this is for Non-Aesop assignments only- if you have taken an Aesop Long Term Sub Job -it will already appear Blue on your work calendar.</p>

<b>Confirming Personal Information</b>	Please check the information listed here for accuracy, if there are changes to be made, please contact the WCESC office. If you change your phone number or email address – please contact the WCESC office so we may update our records as we also provide substitute calling lists to some of our school districts.
<b>Searching for Assignments</b>	Click on Search for Assignments-if there are substitute positions available to you, they will appear. Click on details to view information about the assignment.
<b>Accepting Assignments</b>	Click on Accept assignment to take the position or cancel to return to the list. If you accept the assignment you will receive a confirmation number. If the assignment is for more than 1 day you <b>must</b> accept all days. You <b>cannot</b> choose 1 day of a multi-day assignment. If you take a half day assignment, you will still see assignments for the other half of the day.
<b>Deleting Assignments</b>	If you accept an assignment and are unable to work after all, click on the date in your calendar, (top left of the screen) this changes the view of the calendar to a weekly view. A trash can will appear on the assignment list. Click on the trash can to remove the assignment from your work day. <i>If you</i> are ill and will be <u>unable</u> to work on a day you took an assignment – <b>prior to 8:00 pm</b> , you will be able to delete the assignment. After <b>8:00 pm</b> , you will need to contact the <b><u>WCESC Aesop Administrator at 419-308-4147 to be removed from the assignment.</u></b>
<b>Notification when WCESC has deleted assignment</b>	If you have accepted an assignment and the WCESC employee no longer needs the date they requested and it is deleted from the system, you will be notified by email (if your email is in the system) that the date has been removed. You will also be contacted by phone through Aesop and when you log into the system there will be a confirmation notice for you to confirm.
<b>Calamity Days</b>	Please listen to the radio and TV stations for possible school delay's and cancellations. You will not be notified by Aesop or the WCESC for school changes.

## Telephone Quick Guide – 1-800-942-3767

<b>Receiving Phone Calls</b>	<b><u>Answer Hello to start the system.</u></b> Enter your pin number to hear about the assignments. <b><u>PLEASE DO NOT HANG UP ON THE AESOP SYSTEM.</u></b> (If the system is calling too early – please change your preference call time). Press 1 to accept an assignment. Press 2 to hear the assignment again. Press 3 to reject this particular assignment but allow Aesop to call with other jobs Press 4 to reject this assignment and all assignments for the day.
<b>Search for Assignments</b>	Call the Aesop system to search for assignments 24 hours a day-7 days a week. <b>Press 1 to hear about upcoming assignments</b> -Aesop will list up to 5 assignments that are available to you. Press 1 to accept assignment. Press 2 to hear assignment again. Press 3 to reject the assignment and remove it from your list. Press 4 to listen to next assignment. Press 5 to replay bypassed assignments. Press 6 to return to the main menu.
<b>Review/Cancel Assignments</b>	Call the Aesop system to review/cancel assignments <b>To Review or Cancel assignments within the next 7 days, Press 2.</b> Press 3 -Aesop will list assignments for the next 7 days. Press 2 to hear the assignment again. Press 4 to listen to the next assignment. <b>To Cancel a specific assignment beyond the next 7 days, Press 3.</b> Enter the confirmation number of the assignment to review/cancel. Press 3 to cancel the assignment.