

## When you call Aesop

### To Review or Change your Personal Information, Press ④

- To review or change your name recording, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③

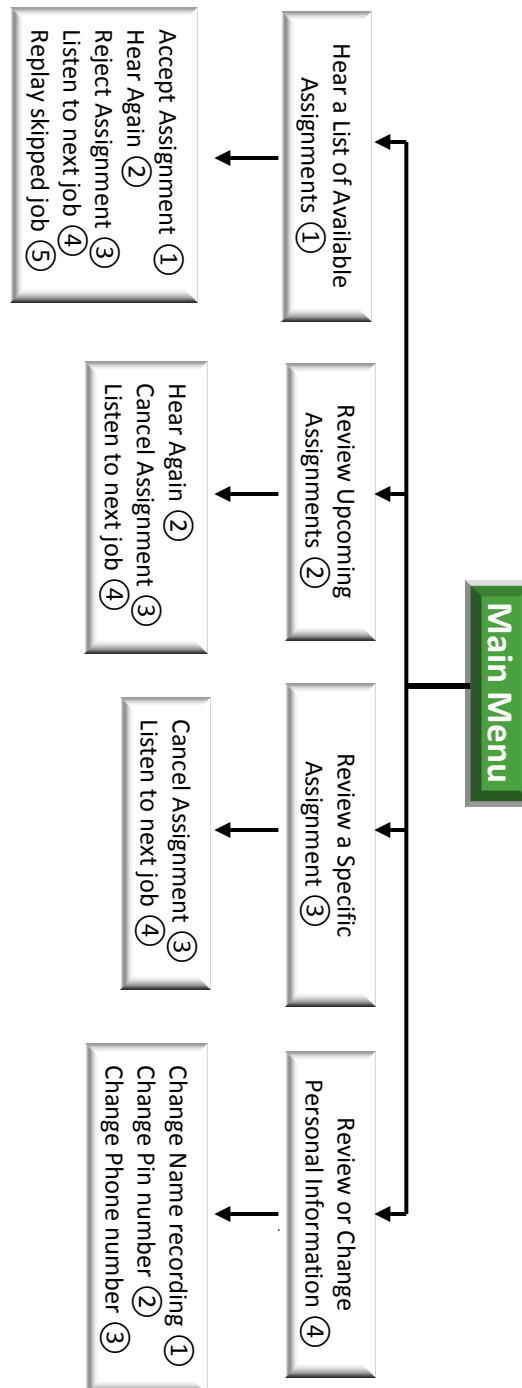
## Special Things to Note

### When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will **not** leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press ② - To Prevent Further Calls Today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct Pin number.

1.800.942.3767

## Aesop Phone Menu at a Glance



## Phone System Instructions for Substitutes

1.800.942.3767

### Learn how to:

- ☐ Search for jobs by phone
- ☐ Respond when the system offers you a job
- ☐ Personalize the phone system

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[www.FrontlineK12.com/Aesop](http://www.FrontlineK12.com/Aesop)

**Available 24/7**



Please note that some options may not be available to you.

Aesop will ask you to enter the confirmation number.

- To cancel this assignment , Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

**To Review or Cancel a Specific Assignment, Press ③**

Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment , Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

- To review your assignments for the next 7 days, Press ③

- To return to the previous menu, Press \*

**To Review or Cancel your Upcoming Assignments, Press ②**

**When you call Aesop**

**1.800.942.3767**



When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

Aesop will play you a list of up to five available jobs.

**To Hear a List of Available Assignments, Press ①**



Pressing the star key (\*) will always take you back one menu level anywhere in the phone system.

1. **Dial 1.800.942.3767**
2. **Enter your ID number followed by the pound key ('#')**
3. **Enter your PIN number followed by the pound key ('#')**

**When you call Aesop**

**www.aesopeducation.com**

- If you select this option then Aesop will never call you again.

**To prevent Aesop from ever calling, Press ⑨**

**If you are unavailable, Press ③**

**To prevent further calls today, Press ②**



When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④

**Enter your Pin number followed by the pound key ('#')**

Aesop will now read off all the details of the assignment.

Aesop will play you the School District Name and the School Name.

**If you are interested in a job, Press ①**

**When you answer the phone, say "Hello" and Aesop will present the following options:**

**When Aesop calls you**