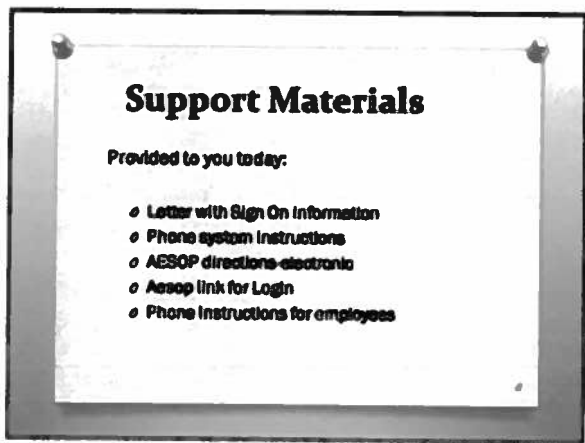


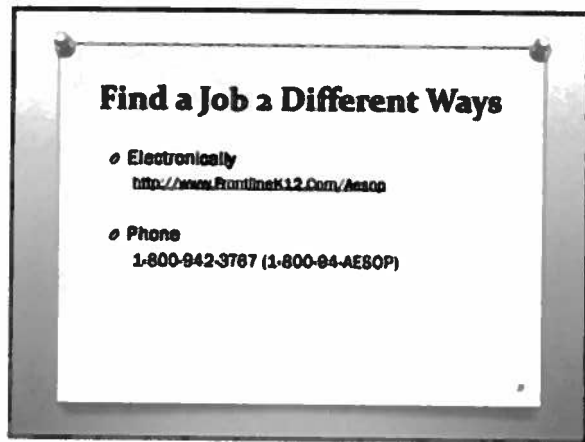
**Finding a Substitute Job in
Valley Central
2014-15**



Support Materials

Provided to you today:

- o Letter with Sign On Information
- o Phone system Instructions
- o AESOP directions-electronic
- o Aesop link for Login
- o Phone Instructions for employees



Find a Job 2 Different Ways

- o Electronically
<http://www.FrontlineK12.Com/Aesop>
- o Phone
1-800-942-3767 (1-800-94-AESOP)

Use the Phone

- o Dial the number
1-800-942-3787 (1-800-94-AESOP)
- o Follow the prompts
- o Make sure you receive a confirmation number at the end of the call

Use the Phone

- o Calls will be made by AESOP during call times
- o You can create your own call times
- o Answer the call and follow the prompts

Use your Computer

Log in:
<http://www.FrontlineK12.Com/Aesop>

- o Use Chrome or Fire Fox
- o Enter your ID number and PIN
- o Look for the days that are shaded in green
- o To see the location of the vacancy click the day

Use your Computer

- o If you want the work that day click accept
- o Once you receive a confirmation number you have been confirmed to work
- o If you have to cancel the job you will click the cancel button
- o Your screen will provide you with your work schedule

Use your Computer

- o Very important! If school is closed due to inclement weather or delay/dismitted due to inclement weather, a message will be posted. Please be sure you check before leaving your home.

Video

- o Introductory Video
- o <http://help.frontline12.com/Assoc/knowledgebase/substitute-web-basic-training-video/>
- o www.assoponline.com/training/video/Substitut e%20Advanced%20Video-1/Substitut%20Advanced%20Video-1.htm

Use Sheila's Web Site for Support

- **Left Side of the HR Page**
 - AESOP: How do I contact the Substitute Service?
 - AESOP: Test
 - AESOP: Support

Helpful Information

- **If you try to Log On Incorrectly too many times, the system Will Lock You Out. Wait 10-15 minutes and the system will clear itself.**
