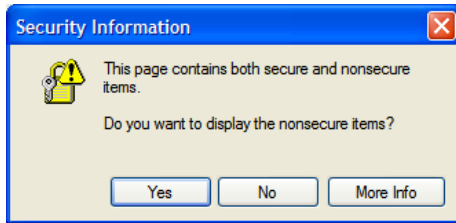


1. Open the Internet
2. In the address bar type in the following address:
<https://www.aesoponline.com/>
3. Click the Go button or press the enter key on your keyboard.
4. If a window pops up asking if you want to display the nonsecure items, click on the Yes button.



5. In the middle of the screen enter in your ID and PIN. Then click on the Go button.



- a. ID: Your phone number
- b. PIN: 4 or 5 digit number

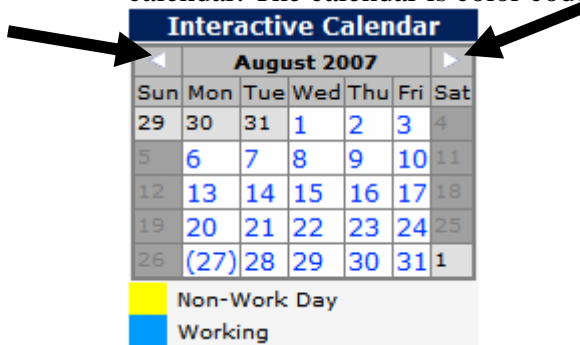
6. In the center of the screen there is a messages area. The first time you log into the system you will have the following message. Once you call the number and record your name the message will disappear.



7. If you have accepted a job for the next 30 days it will appear in the section below.

Upcoming Assignments for the next 30 days							
CONF#	District	School	Employee	Title	Room	Date	Time
No Assignments found.							

8. On the left side of the screen the current month displays in the calendar. If you click on the right or left arrows at the top you can change the month of the calendar. The calendar is color coded and the key is at the bottom of the calendar.



No Confirmation # equals NO Job Assignment recorded with AESOP.

9. The next section down on the left contains all of the links that you will need to use.

- ▶ [Search for Assignments](#)
- ▶ [View My Schedule](#)
- ▶ [Add Non-Work Day](#)
- ▶ [Tell AESOP When To Call](#)
- ▶ [Change PIN](#)
- ▶ [View Personal Information](#)
- ▶ [Preferred Schools](#)
- ▶ [Quick Start User Guide](#)
- ▶ [Basic Training Video](#)
- ▶ [Advanced Training Video](#)

10. Search for Assignments

- a. Click on search for assignments link
- b. At the top of the screen you can select how you would like to view your results and then click on the Go button.


Sort By... Date/School Date/Employee School/Date Employee/Date

- c. A list of all available jobs will appear on your page.

Current Assignments Available					
Start Date	Starting School	Employee		Title	View
09/04/07	Admin Building	THOMAS, STACEY		Software/Zangle Specialist	Details
Date	From	To	Duration	School	
09/04/07 (Tue.)	08:00 am	04:00 pm	Full Day	Admin Building	
09/05/07	Admin Building	THOMAS, STACEY		Software/Zangle Specialist	Details
Date	From	To	Duration	School	
09/05/07 (Wed.)	08:00 am	04:00 pm	Full Day	Admin Building	

- d. Click on the Details link to see more about the job.

Title	View
Software/Zangle Specialist	Details
School	
Admin Building	



- e. The details of the job appear. If the teacher has put in notes for the absence you can view them here.

Selected Assignments						
School	Employee	Title	Room	Date	Time	Duration
Admin Building	THOMAS, STACEY	Software/Zangle Specialist	Main Office	Sep 4 2007	8:00 AM-4:00 PM	Full Day
Notes: NOT A REAL JOB! PRACTICE ONLY						

- f. If you would like this job, click on the Accept Assignment button. If not, click on the cancel button.

- g. If you accepted the job, you will be given a Confirmation Number.

You have accepted this Absence. Your Confirmation number is: 16980206

Selected Assignments						
School	Employee	Title	Room	Date	Time	Duration
Admin Building	THOMAS, STACEY	Software/Zangle Specialist	Main Office	Sep 4 2007	8:00 AM-4:00 PM	Full Day
Notes: NOT A REAL JOB! PRACTICE ONLY						

11. View My Schedule

- a. Allows you to see a week's schedule at a time.

Change View: Month View | Go to Current Week

Week View from 9/3/2007 - 9/7/2007

Add Non-Work Day

	Monday, Sep 3	Tuesday, Sep 4	Wednesday, Sep 5	Thursday, Sep 6	Friday, Sep 7
7 ⁰⁰					
8 ⁰⁰			CONF#: 16980228 08:00-16:00		

- b. On the right hand side of the screen you can also see calendar's for the next three months.

September 2007							October 2007							November 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	1
30	1	2	3	4	5	6														

12. Add Non-Work Day

- a. Fill out the information and then click on the Save button.

Add Non-Work Day

Date
 August 27 2007

Description

Start Time
 7 AM : 30

End Time
 3 PM : 30

Repeat Event

Until
 August 27 2007

Every
 Monday Tuesday Wednesday
 Thursday Friday
 All Week

Save Save and Add Another Cancel

No Confirmation # equals NO Job Assignment recorded with AESOP.

13. Tell AESOP When to Call

- a. You can specify your call times and days with the AESOP system.

Define Call Times

Call Times
Your District has defined available call times:
Morning: 5:30 AM - 10:00 AM
Evening: 6:00 PM - 9:00 PM.

You have further defined your call times as listed below.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime	Call Anytime

Choose from below

Specify Call Times
 Specify No Call Days
 I Prefer not to be called by AESOP

14. Change your PIN

- a. On the left side of the home page, click on the Change Pin link.
 b. A window appears, all of the information is required.

Current PIN

E-Mail Address

New PIN

Retype PIN

- c. Below are the PIN guidelines

- PIN must be 4 or 5 digits long
- PIN must not have all consecutive digits (ascending or descending) (eg.12345, 4321)
- PIN must not have 4 or more consecutive digits the same (eg. 99999, 88887, 54444)
- PIN must not be the same as the previous 5 PIN numbers.

- d. After you have entered the required information, click on the Apply Changes button.

No Confirmation # equals NO Job Assignment recorded with AESOP.

15. View Personal Information

- a. Make sure everything is filled out and correct. If it is not completely filled out or correct, click on the Edit info link to correct it.

Change Personal Information.	
Internal ID	613203
First Name	Sample
Middle	
Last Name	Thomas
Phone	(734) 759-5063
E-Mail	thomasst@wy.k12.mi.us
Calendar Earliest Start Time	7:30 AM
Calendar Latest End Time	3:30 PM
Address Your Home Address	
Address 1	540 Eureka
Address 2	
City	Wyandotte
State/Province	MI
Zip	48192
	Edit Info

16. Preferred School

- a. The directions appear on the page to guide you through the process. They also appear below.

Step One

- a. Choose whether you would like to
- designate the schools you **are willing** to go to, OR
 - designate the schools for which you **don't** wish to work.
- b. Click apply changes at the top of the screen.

Step Two

- a. Click the 'Add Schools' link to add new schools to your preferences.
- b. Click the 'selected' checkbox to add schools. Click the 'day of week' checkboxes to determine which days the preference applies to.
- c. Click the apply changes button for the bottom section.

- b. Complete the above steps to specify which schools you would like to be a substitute at which ones you would prefer not to sub at.

17. If you have questions, please contact Stacey Thomas at 734-759-5063.