AESOP Substitute Overview

AESOP – [https://aesoponline.com](https://aesoponline.com) or 1-800-942-3767

On your personal page, tutorials are available under the “HELP” tab after you are on the AESOP website - in order to navigate the website with confidence and ease. Listed below are bullet points that will prove to be helpful.

• Log on to AESOP and enter your ID and PIN number from your personalized welcome letter
• Manage your own schedule and school preference
• Search for assignments
• Accept or reject assignments – receive confirmation # with accepted assignments
• Receive district messages and announcements
• Interactive calendar – add non-work days and delete a non-work day (please keep up-to-date to show when you are available as a substitute so that our list can be current for any particular day)
• View your personal schedule with accepted assignments
• Specify call times in AESOP for unfilled vacancies
• Change your PIN
• View personal information
• Phone services – how to answer an AESOP call
• Web notification / Email notification / Phone notification
• Basic Training Video and Advanced Training Video