Aesop®

Automated Substitute Placement & Absence Management
Selected by more districts than all other systems combined

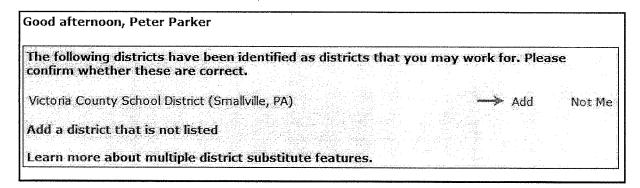# Multiple District Substitute Guide

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Overview

This guide is designed to give more information about the **multiple district substitute functionality** in Aesop. This will enable you to access the system with a single PIN of your choice, and will also allow you to manage your schedule across the various districts you work with.

Creating a Multiple District Pin

If you have been recognized as a substitute that works in multiple districts, when you log into Aesop you will see a message like this pictured below.

Good afternoon, Peter Parker

The following districts have been identified as districts that you may work for. Please confirm whether these are correct.

First, please select a six-digit Pin to use to log in to the multiple organization view.

Pin [ ]   **Confirm Pin:** [ ]   [Save]

Victoria County School District (Smallville, PA)

Learn more about multiple district substitute features.

Use the data entry boxes to create a **six digit multiple district PIN** – you will be able to use this pin number along with your ID number to access the system for any of your districts. You may also use this multiple district PIN when you receive a call from Aesop, regardless of the district that available job is for.

How Does it Work?

The system recognizes you as a multiple district substitute by matching your first name, last name, and phone number. If the system detects matching information for you in more than one district utilizing this system, you will be considered a **multiple district** substitute. You may also add districts that you have already signed up for that are not automatically detected.
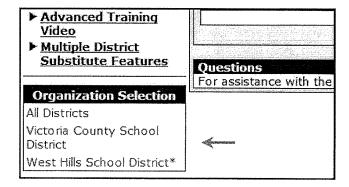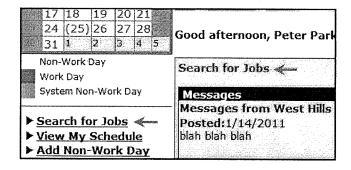
After you've created your multiple district PIN, Aesop will prompt you to add the district that you want from the list of those that have been automatically detected. Click **Add** to add the district.

Good afternoon, Peter Parker

The following districts have been identified as districts that you may work for. Please confirm whether these are correct.

Victoria County School District (Smallville, PA)   ⟶ Add   Not Me

Add a district that is not listed

Learn more about multiple district substitute features.

Notice that you now have a district selection tool at the bottom of your home page. You can toggle between viewing **all** of your districts or just a single district by clicking the appropriate link. The asterisk indicates your current view.

▶ **Advanced Training**
  Video
▶ **Multiple District**
  Substitute Features

| **Questions** |
| For assistance with the |

Organization Selection

All Districts

Victoria County School
District   ⟵
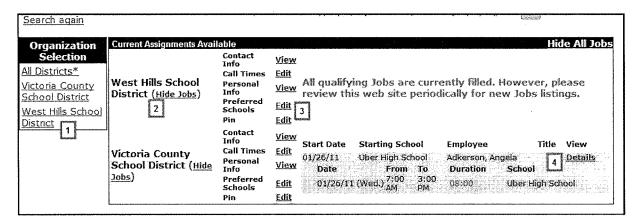
West Hills School District*

Click **Search for Jobs** at the top of the page to search for available jobs and to access other multi district settings such as **Call Times** and **Preferred Schools**. Depending on your district's setting you may not have access to all of these features.
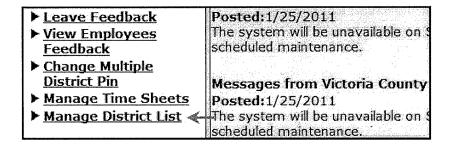

17	18	19	20	21
24	(25)	26	27	28
31	1	2	3	4	5

Non-Work Day
Work Day
System Non-Work Day

▶ **Search for Jobs** ⟵
▶ **View My Schedule**
▶ **Add Non-Work Day**

Good afternoon, Peter Park

Search for Jobs ⟵

Messages
Messages from West Hills
Posted:1/14/2011
blah blah blah

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1.   District selection
2.   Link to Hide or Show Jobs
3.   Links to edit personal information and configuration per district
4.   Details link to see details and accept assignment

Adding a New District

Occasionally, you might encounter a situation where a district that you have signed up with is not automatically showing as an option to "add" in your district list. This may be because you do not have a perfect match in this district to your current phone number, first name, and last name. However, you do have the option to enter the ID and PIN for the district you would like to add manually. To do this click the link **Manage District List** in the menu.

Here you will be able to provide the ID and a PIN for a district that you have already signed up with, even if the system does not recognize you automatically. You may continue to use a different phone number (ID number) for that district once you have added them to your account.

Manage District List

Current Districts	Add a specific district by logging in
Victoria County School District West Hills School District	Remember, you must sign up to be a Substitute with a district, so they can provide you with an ID and a Pin, before you will be able to add them. User ID: Pin: Submit

Tips

When entering **non-work days**, you will be asked if you would like to for the non-work days to be created for one or all districts. This will help you keep your availability either the same or different from district to district, depending on how you want to set it up.

You are defined to multiple Organizations. The Phone, E-Mail, and Time values can be synchronized if you wish. Select the Organizations you wish the changes to be made for.

- ⊙ All Organizations
- ◉ Some Organizations
    - ☐ Victoria County School District
    - ☐ West Hills School District

[Save]   [Save and Add Another]   [Cancel]

After creating your multiple district PIN, when you **receive a call** from the automated system, you may use the appropriate single district PIN or the multiple district PIN as your entry. We'd recommend the latter.

When **phoning into Aesop** with your ID and your multiple district PIN, you will be prompted to choose a district at the onset of the call. If you wish to access another district after making your initial selection, you would need to call back in to the system.

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When managing call times, personal information, available job lists, etc. be aware of the **district selection** tool which allows you to choose which district the changes apply to. The asterisk indicates the current selection.

Define call Times

call Times

Your District (West Hills School District) has defined available call times:

Morning: 8:45 AM - 12:00 PM
Evening: 12:01 PM - 8:30 PM.

You have further defined your call times as listed below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Don't call me today. 🗑	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

[Next] [Cancel]

Organization Selection

Victoria County School District

West Hills School District* ⟵

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