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.

Aesop Phone Menu at a Glance

- To hear a list of available assignments, Press 1
- To hear upcoming assignments, Press 2
- To review or change personal information, Press 4

Main Menu

Hear a List of Available Assignments

Accept Assignment 1
Reject Assignment 3
Listen to next job 4
Replay skipped job 5

Review Upcoming Assignments 2
Review a Specific Assignment 3
Listen to next job 4

Review or Change Personal Information 4
Change Name recording 1
Change Pin number 2
Change Phone number 3

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

www.FrontlineK12.com/Aesop
When you call Aesop

When you call Aesop calls you
Aesop will present the following options:

If you are interested in a job, Press •

• To accept the assignment, Press •

• To hear the assignment again, Press •

• To reject but allow additional calls today, Press •

• To reject this assignment and prevent additional calls today, Press •

Aesop will play you the School District Name and the School Name.
Enter your Pin number followed by the pound key ("#").
Aesop will now read off all the details of the assignment.

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

To prevent further calls today, Press •

If you are unavailable, Press •

To prevent Aesop from ever calling, Press •

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

www.aesopeducation.com
1-800-942-3767

Available 24/7

To Hear a List of Available Assignments, Press •

• To accept the assignment, Press •

• To hear the assignment again, Press •

• To reject this assignment and not hear it again, Press •

• To listen to the next assignment, Press •

• To replay a bypassed assignment, Press •

• To return to the Main Menu, Press •

• To review or cancel your upcoming assignments, Press •

• To review your assignments for the next 7 days, Press •

• To return to the previous menu, Press •

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

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

To Review or Cancel a Specific Assignment, Press •

• To cancel this assignment, Press •

• To listen to the next assignment, Press •

• To return to the Main Menu, Press •

Aesop will ask you to enter the confirmation number.

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

To Review or Cancel your Upcoming Assignments, Press •

• To return to the Main Menu, Press •

• To listen to the next assignment, Press •

• To cancel this assignment, Press •

• To hear this assignment again, Press •

• To return to the previous menu, Press •

• To listen to the next assignment, Press •

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

The pound key ("#") will always take you back one menu level anywhere in the phone system.

Available 24/7