

# AESOP Training for Employees

Summer 2015

# Why are we making the move from Subfinder to AESOP?

- \* Subfinder was purchased by Frontline Technologies. Frontline Technologies already owned and operated AESOP and wanted to shift all current Subfinder clients to AESOP.
- \* Frontline Technologies also owns Applitrack.

# Benefits of Making the Switch

- \* #1 Instead of only having 6 call out lines for subs, we will have unlimited call out lines available thereby increasing our “fill rate” for available positions.
- \* Easier, more user-friendly system to use.
- \* Data and reports can easily be accessed.
- \* Substitutes can change their profile (preferred schools) – school ban overrides substitute preferences.

# Employee Log-In Information

All employees will be sent their log-in information the end of June, July 8 and again just prior to school starting back.

Employees are able to enter their absence via the internet or by telephone using a unique ID and PIN.

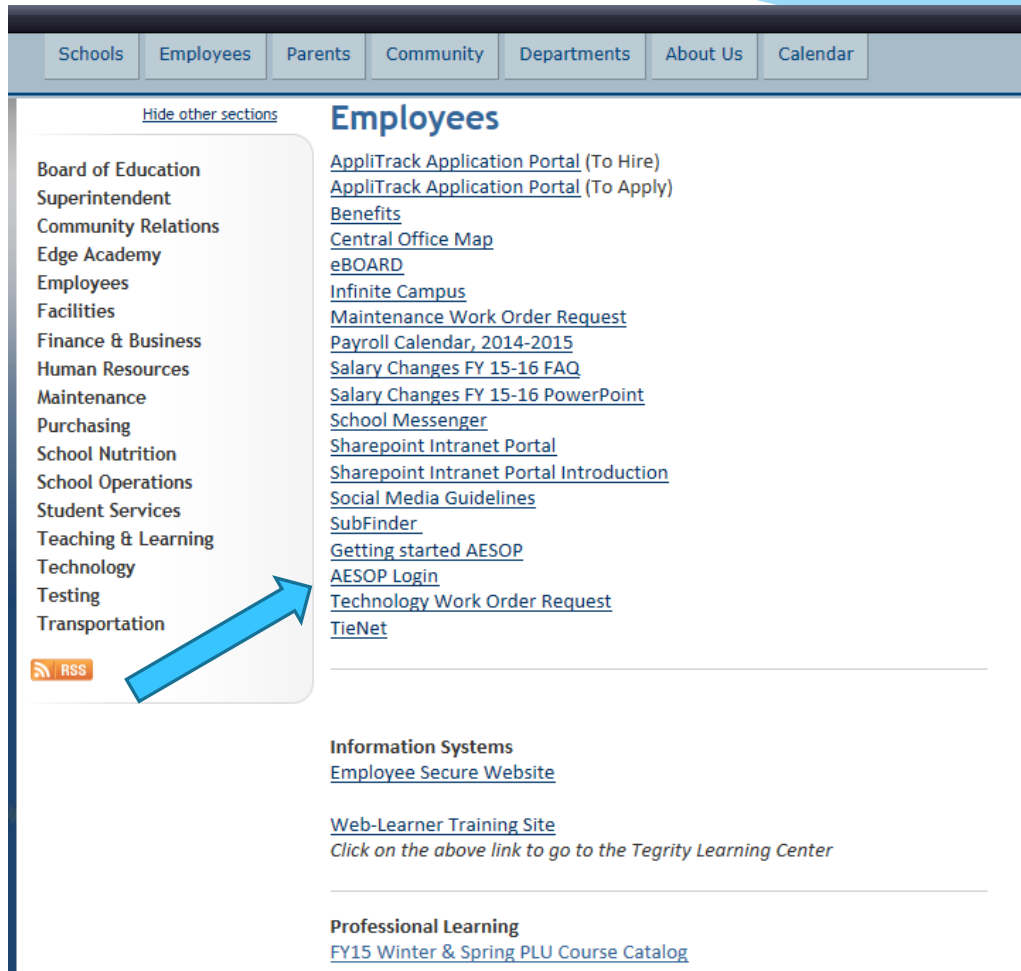
ID: Phone number of employee (10 digit number)

PIN: Employee ID number – 4 or 5 digit number

# To Enter an Absence by Phone

- \* Dial **1-800-942-3767**
- \* Enter your ID number (phone number), followed by the # sign
- \* Enter your PIN number (employee ID), followed by the # sign

# To Enter an Absence On-Line



The screenshot shows the top navigation bar of the HCBE website with tabs for Schools, Employees, Parents, Community, Departments, About Us, and Calendar. The 'Employees' tab is selected. Below the navigation bar is a sidebar menu with various categories, and a blue arrow points to the 'Employees' link. The main content area lists various services and links under the 'Employees' heading.

Schools Employees Parents Community Departments About Us Calendar

[Hide other sections](#)

Board of Education  
Superintendent  
Community Relations  
Edge Academy  
Employees  
Facilities  
Finance & Business  
Human Resources  
Maintenance  
Purchasing  
School Nutrition  
School Operations  
Student Services  
Teaching & Learning  
Technology  
Testing  
Transportation

RSS

## Employees

- [AppliTrack Application Portal \(To Hire\)](#)
- [AppliTrack Application Portal \(To Apply\)](#)
- [Benefits](#)
- [Central Office Map](#)
- [eBOARD](#)
- [Infinite Campus](#)
- [Maintenance Work Order Request](#)
- [Payroll Calendar, 2014-2015](#)
- [Salary Changes FY 15-16 FAQ](#)
- [Salary Changes FY 15-16 PowerPoint](#)
- [School Messenger](#)
- [Sharepoint Intranet Portal](#)
- [Sharepoint Intranet Portal Introduction](#)
- [Social Media Guidelines](#)
- [SubFinder](#)
- [Getting started AESOP](#)
- [AESOP Login](#)
- [Technology Work Order Request](#)
- [TieNet](#)

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### Information Systems

- [Employee Secure Website](#)

[Web-Learner Training Site](#)  
*Click on the above link to go to the Tegrity Learning Center*

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### Professional Learning

- [FY15 Winter & Spring PLU Course Catalog](#)

1. Go to [www.hcbe.net](http://www.hcbe.net)
2. Click on the “Employees” tab
3. Click on the AESOP link

# Employee Log-In

**FRONTLINE**  
TECHNOLOGIES

**Aesop** EDUCATION  
LOGIN

ID:

Pin:

Login [Pin Reminder](#)  
[Login Problems](#)

**Welcome To Aesop**  
You are about to enter Aesop, the leading substitute placement and absence management service!  
Please enter your ID and PIN to login to your Aesop account, or click the button below to learn more about Aesop's growing impact on education.

[Learn More](#)

[Privacy Policy](#)

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EMPLOYEES

ID: 10 digit phone number  
PIN: Assigned 4 digit PIN

# Basic Training Video

\* [Click here!](#)



# Employee Log-In

<https://www.aesoponline.com/login2.asp?x=x&&pswd=&sso>

# RESOURCES and TRAINING VIDEOS

<http://help.frontlinek12.com/Aesop/>



## Popular Questions

Got a question? Take a gander at some of our most frequently asked questions. [Go](#)



## Getting Started

New to Aesop? Just looking for some basics? This will help you get started. [Go](#) →







## Browse Articles





Browse our library of articles by neatly organized categories. [Go](#) →

Give Us Feedback

### Trending Articles

-  [Aesop Concepts \[Video\]](#)
-  [Employee and Substitute QuickStart Guides](#)
-  [Adding a New Employee](#)
-  [How Do I Attach Documents to Letter Writer?](#)

### New Articles

-  [Overview of Settings](#)
-  [Vacancy Profile Import Template Guide](#)
-  [District Calendar Set Up \[Video\]](#)
-  [Setting Up Approvers](#)

### We're Here to Help.

Our customer service reps are here from 6 AM to 6 PM (EST) Monday through Friday to take your chats and calls. Also, get self-serve support 24/7 with the knowledge base.

# Hang in there! We are here to help!



We will get through this together! This presentation is saved in the HR page of Sharepoint. As you have questions, please contact your Campus User at your school.