

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

### When You Call Aesop

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs - **Press 1**
- Review or cancel upcoming jobs - **Press 2**
- Review or cancel a specific job - **Press 3**
- Review or change your personal information - **Press 4**

### When Aesop Calls You

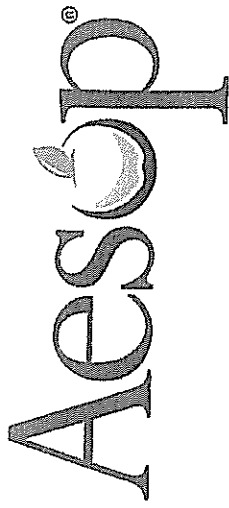
If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

**Note:** When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs - **Press 1**
- Prevent Aesop from calling again today - **Press 2**
- Tell Aesop the Sub it is trying to reach is not available - **Press 3**
- Prevent Aesop from ever calling again - **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details, and you will have the opportunity to accept or reject the job.



# Phone System Instructions for Substitutes

1.800.942.3767

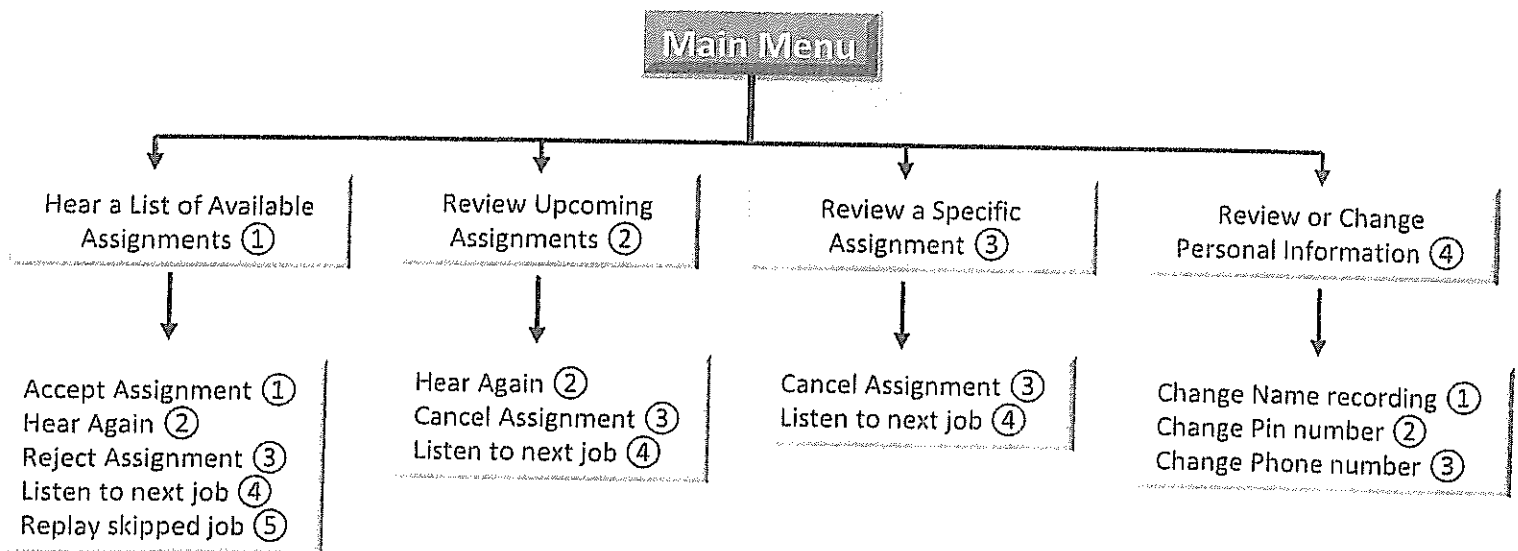
## Learn how to:

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

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### Main Menu



## Aesop Phone Menu at a Glance

### 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.

1.800.942.3767

## When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:

If you are interested in a job, Press ①

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.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④

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

To prevent further calls today, Press ②

If you are unavailable, Press ③

To prevent Aesop from ever calling, Press ⑤

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

[www.aesopeducation.com](http://www.aesopeducation.com)

## When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')

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

To Hear a List of Available Assignments, Press ①

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

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

1.800.942.3767

## When you call Aesop

To Review or Cancel your Upcoming Assignments, Press ②

- To review your assignments for the next 7 days, Press ③
  - To return to the previous menu, Press \*
- Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ③

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

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

Available 24/7