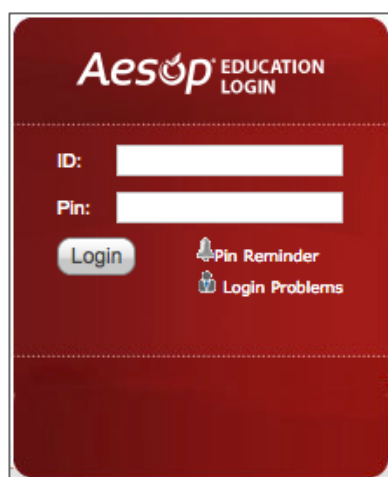


Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar (on mobile devices, type m.aesoponline.com).

The image shows the Aesop Education Login page. It has a red background with the Aesop logo at the top. Below the logo, there are two input fields labeled 'ID:' and 'Pin:'. To the right of the 'Pin:' field is a 'Pin Reminder' link. Below the input fields is a 'Login' button. To the right of the 'Login' button is a 'Login Problems' link.

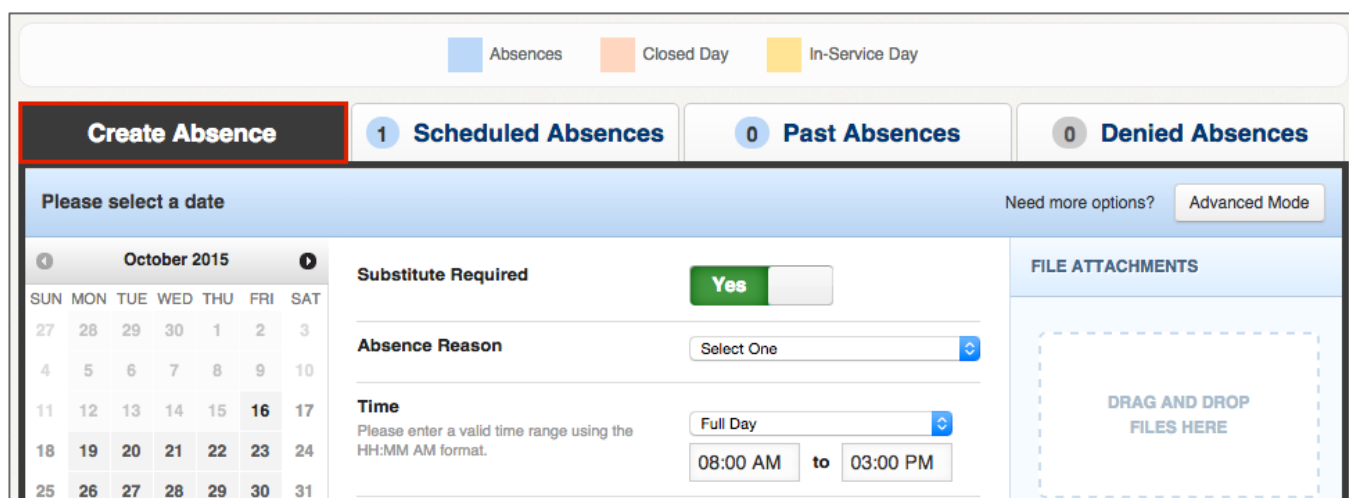
Enter your ID number and PIN. Then, click **Login**.

Can't remember your login info?

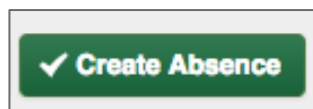
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Creating an Absence

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.

The image shows the Aesop Create Absence form. At the top, there are three tabs: 'Create Absence' (highlighted with a red border), '1 Scheduled Absences', and '0 Past Absences'. To the right of these tabs is a '0 Denied Absences' tab. Below the tabs, there is a calendar for October 2015. To the right of the calendar, there are three sections: 'Substitute Required' with a 'Yes' button, 'Absence Reason' with a 'Select One' dropdown menu, and 'Time' with a 'Full Day' dropdown menu and a time range selector (08:00 AM to 03:00 PM). To the right of these sections is a 'FILE ATTACHMENTS' section with a dashed box and the text 'DRAG AND DROP FILES HERE'. At the top right of the form, there is a 'Need more options? Advanced Mode' link.

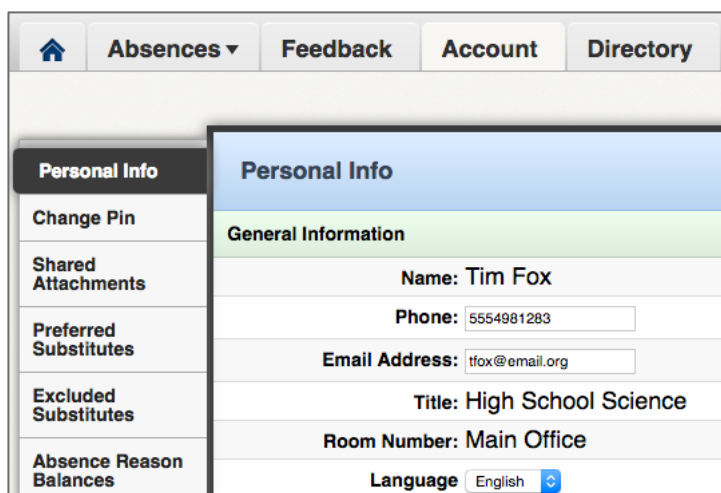
Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

The image shows a green button with a white checkmark and the text 'Create Absence'.

When you've completed entering the absence details, click the **Create Absence** button.

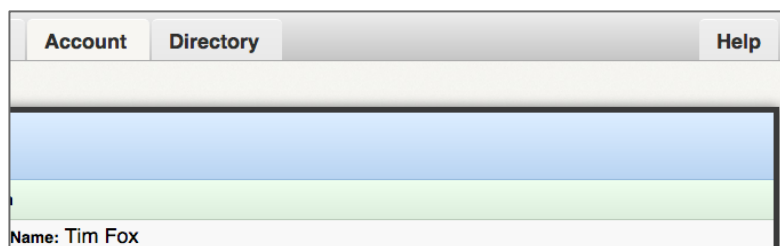
Managing your PIN and Personal Information

Under the “Account” tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.



Personal Info	Personal Info
Change Pin	General Information
Shared Attachments	Name: Tim Fox
Preferred Substitutes	Phone: 5554981283
Excluded Substitutes	Email Address: tfox@email.org
Absence Reason Balances	Title: High School Science
	Room Number: Main Office
	Language: English

Getting Help and Training



Account	Directory	Help
Name: Tim Fox		

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, where you can search Aesop’s knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

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).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.