



Prairie View School District USD #362 has implemented an automated service that will greatly simplify and streamline the process of notifying you when your services are needed in the District. This service utilizes both the phone and the internet to assist you in locating jobs in the School District for which you work. The administrative office has selected the following hours as standard call times when the service may call for Substitutes: [6:00 AM - 9:00 AM; 5:30 PM - 10:00 PM]. The phone number we have on record for you is (913) 757-3084 .

Things to note:

*You may interact with the system either on the Internet at <http://www.aesoponline.com> or by way of a toll free, automated voice instruction menu system at 1-800-942-3767 (1-800-94-AESOP).

*The system will call you within the call times specified above.

What to do when the system calls you:

You may be prompted to enter either a PIN number and/or an Identification (ID) number. This information is as follows:

1. ID number
2. Pin number

* The system will provide you with the following details of the assignment:

1. School name
2. Date(s) of assignment
3. Room or location where you need to report
4. Start time
5. Any further special instructions left by the absentee.

* You will then be prompted to either accept or reject the assignment. You will also have the option to reject the assignment as well as all future calls for jobs on the day of the particular assignment. If you accept, the system will issue you a confirmation number that you might need in the event of a follow-up inquiry. **Please remember that you have not accepted the job until you receive a confirmation number.**

Please note: You may also contact the system to search for available jobs 24 hours a day, 7 days a week on the Internet at <http://www.aesoponline.com> or on the phone at 1-800-942-3767 (1-800-94-AESOP).

How to contact the system via our website:

You can also search for and accept available jobs, change personal settings, update your calendar, and personalize your available to call times by visiting the website at <http://www.aesoponline.com>. You will be prompted to enter your ID and pin numbers as specified above. Should you experience difficulty using the system, please contact the central office at (913) 757-2677 or support@aesoponline.com. We are confident that your experience will be beneficial and enjoyable.

*****When a substitute license expires the substitute will be inactivated on AESOP. It will be the substitute responsibility to acquire/keep up their license and forward the updated license to the district office.**