

## Logging in on the Web

To log in to Aesop, type [psd202.aesoponline.com](http://psd202.aesoponline.com) in your web browser's address bar. You can also login under the district website, under staff tools, AESOP for employees



**\*\*\*Enter your district computer login/password**

## Creating an Absence

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

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.



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

	<b>Absences</b> ▾	<b>Feedback</b>	<b>Account</b>	<b>Directory</b>	<b>Help</b>
<b>Personal Info</b>	<b>Personal Info</b>				
<b>Change Pin</b>	<b>General Information</b>				
<b>Shared Attachments</b>	<b>Name:</b> Tim Fox				
<b>Preferred Substitutes</b>	<b>Phone:</b> <input type="text" value="5554981283"/>				
	<b>Email Address:</b> <input type="text" value="tfox@email.org"/>				

## 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.

## Getting Help and Training



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.