



Title:
Substitutes – Accepting Jobs

Software: **Aesop**
 Revised Date: **06/10/2016**
 Supersedes Date:
1/23/2013

Navigation

- URL:**
<https://matsuk12.aesoponline.com/>
- Bread Crumbs:**
Mat-Su School District Homepage (<http://www.matsuk12.us>) > Employees > Quick Links > Aesop

Questions?

Contact Human Resources at 746-9245 or amber.allen@matsuk12.us for help.

Follow these instructions to accept a job in Aesop!

- Sign into Aesop using the ID and Password provided by the Mat-Su Borough School District.
- Available jobs are listed in four places on your homepage, circled below in blue.
 - In the top right-hand corner
 - On the "Available Jobs" tab
 - Marked in green on the interactive calendar
 - Listed below the interactive calendar

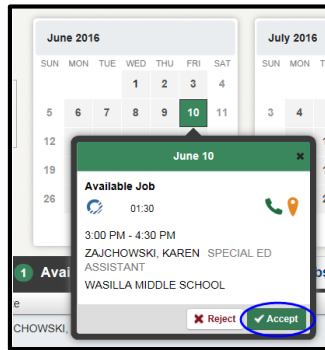
The screenshot shows the Aesop software interface for Christina Freitag. At the top right, there are navigation links: "1 Available Jobs" (circled in blue), "0 Notifications", "Questions?", and "Logout". Below this is the Aesop logo and the Matanuska-Susitna Borough School District logo. A navigation bar contains "Available Jobs" (circled in blue), "History", "Preferences", and "Help".

Below the navigation bar are three interactive calendars for June 2016, July 2016, and August 2016. In the June 2016 calendar, the date 10 is highlighted in green and circled in blue. Below the calendars are four tabs: "1 Available Jobs" (circled in blue), "0 Scheduled Jobs", "0 Past Jobs", and "0 Non Work Days".

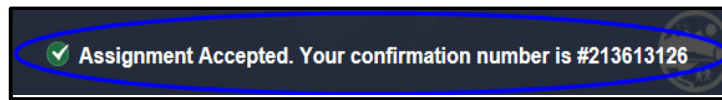
At the bottom, a job listing is shown for ZAJCHOWSKI, KAREN, SPECIAL ED ASSISTANT. The listing includes a "Reject" button and an "Accept" button. The job details are as follows:

Date	Time	Duration	Location	Actions
Fri, 6/10/2016	3:00 PM - 4:30 PM	01:30	WASILLA MIDDLE SCHOOL	<input type="button" value="Reject"/> <input type="button" value="Accept"/>

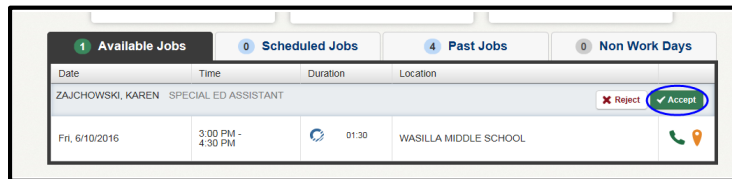
3. To accept a job from the interactive calendar:
 - Select the day for which you want to view jobs.
 - From the window that appears, click on “Accept.”



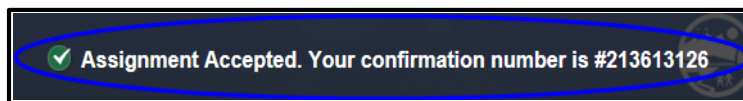
- A notification will appear at the top of your screen notifying you of your confirmation number. The job will be removed from the calendar.



4. To accept a job from the list below the interactive calendar:
 - Identify which job to accept
 - Click on “Accept”



- A notification will appear at the top of your screen notifying you of your confirmation number. The job will be removed from the list.



5. Any accepted jobs will appear on your “Scheduled Jobs” tab at the bottom of your homepage.
 - Get more information in the “Schedule Jobs” tab:
 - Click on the orange map indicator for a map to the school!
 - Click on the blue paperclip to view any attachments uploaded by the teacher!
 - Click on the phone to see the school’s phone number (if available)!
 - To cancel an accepted job, click “Cancel” from the “Scheduled Jobs” tab. If you cancel a job, it will reappear in your interactive calendar and in the list below the calendar.

