



Title:
Substitutes - Getting to Know Aesop

Software: **Aesop**

Revised Date: **06/15/2016**

Supersedes Date: **1/22/2013**

Navigation

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

General Information

- All absences for all employees will be entered in Aesop, regardless of whether or not that employee's position or absence requires a substitute.
- This document serves to introduce an employee or substitute to the basic navigation of the Aesop homepage. For specifics on entering absences, approving absences, filling absences, etc. please refer to those documents.
- Your login ID will be provided to you; your PIN for the first time is uppercase **M** and lowercase atsuk12, so **Matsuk12**. Please contact HR or your site admin if you have any questions.
- Please make sure, when you arrive for jobs at various locations, that you have your computer sign-in information so that you can access programs on the computer.

Aesop Vocabulary

- Campus User: A school or department's Principal, Supervisor, or Admin Secretary who is responsible for approving absences.
- Employees: A school district employee with set hours and wages.
- Substitute: A temporary school district employee who fills in for a permanent school district employee.

Questions?

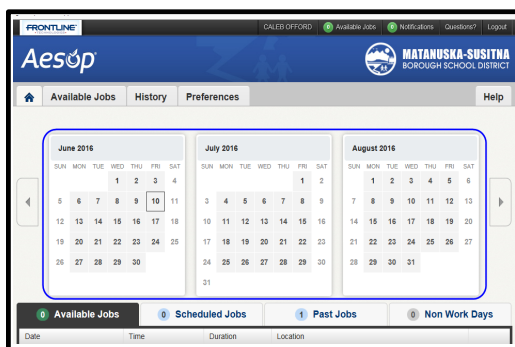
Contact Human Resources at 746-9245 or amber.allens@matsuk12.us for help.

Follow these instructions to get to know the Aesop!

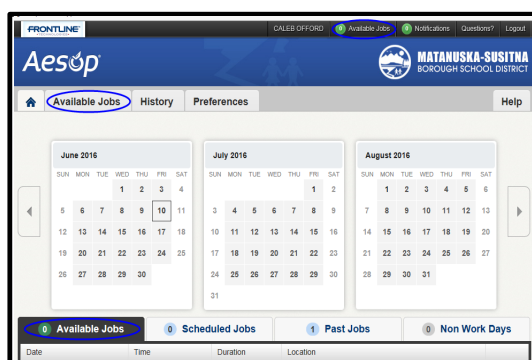
1. Sign into Aesop using the ID and PIN provided by the Mat-Su Borough School District.
2. Your personal Aesop homepage loads.



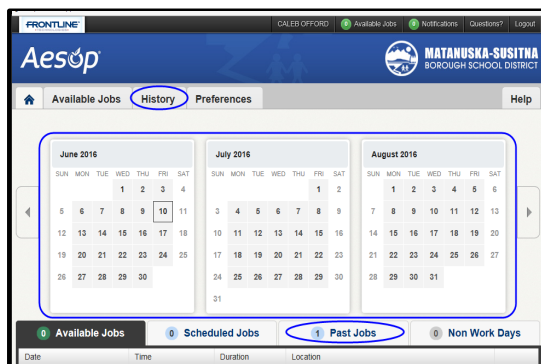
3. The interactive calendar in the middle of the screen displays scheduled jobs and previous jobs



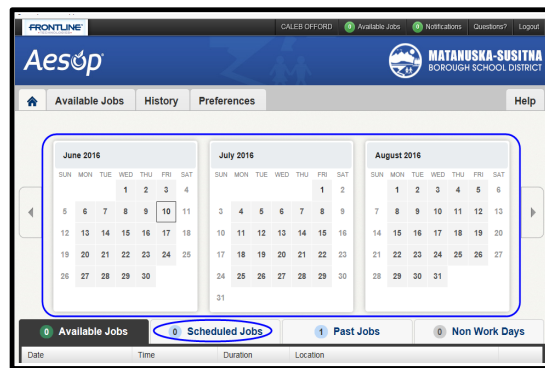
4. Available jobs are displayed in three locations:
 - a. In the top right-hand corner
 - b. In the “Available Jobs” tab at the top of the page
 - c. In the “Available Jobs” tab at the bottom of the page



5. Previous jobs are displayed in three locations:
 - a. In the “History” tab at the top of the page
 - b. In the “Past Jobs” tab at the bottom of the page
 - c. In the interactive calendar in the middle of the page.



6. Jobs you are currently schedule to work are displayed in two locations:
 - a. In the “Scheduled Jobs” tab at the bottom of the page
 - b. In the interactive calendar in the middle of the page



7. Your preferences can be set in the “Preferences” tab at the top of the screen. This includes:
- a. Updating the schools at which you will sub
 - b. Changing your call times
 - c. Opting to turn off calling

