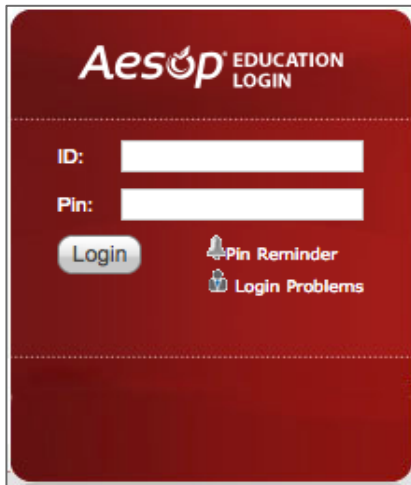


Logging in on the Web

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 and 'EDUCATION LOGIN' text. There are two input fields for 'ID:' and 'Pin:'. Below the fields are two buttons: 'Login' and 'Pin Reminder'. There is also a link for 'Login Problems'.

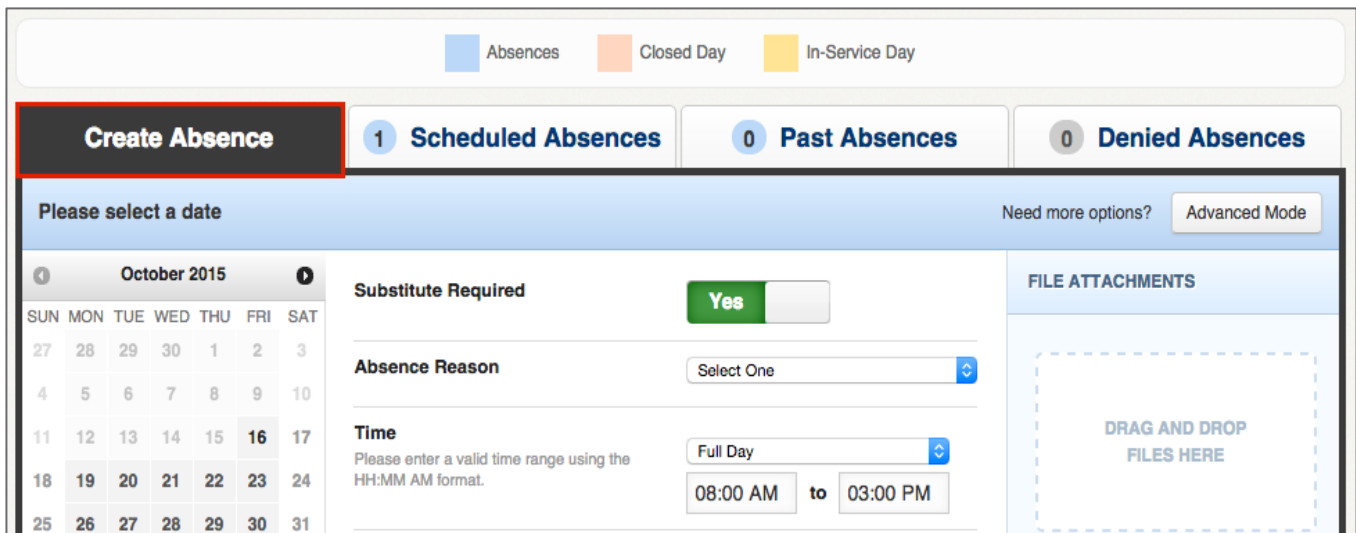
Enter your ID number and PIN. Then, click **Login**.

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

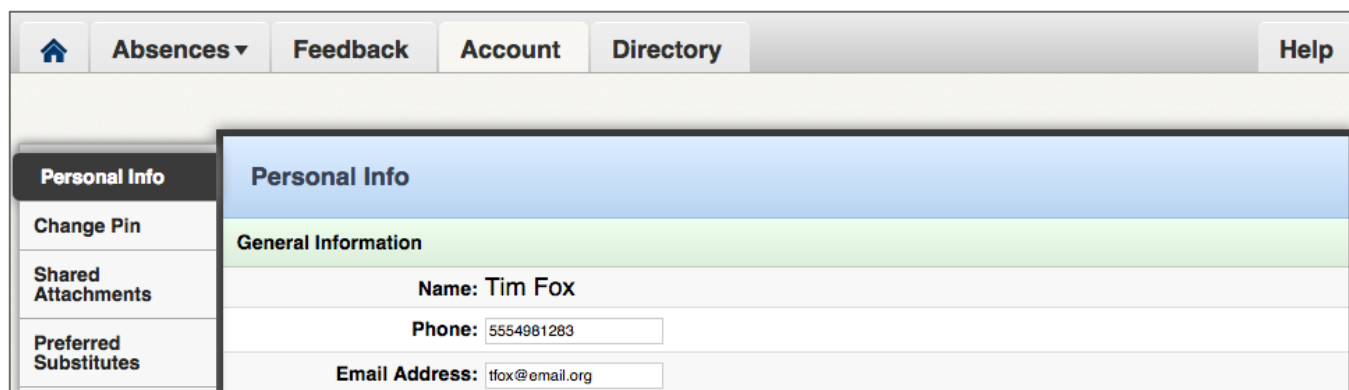
You can enter a new absence right from your Aesop homepage under the **Create Absence** tab.

The image shows the 'Create Absence' form in the Aesop system. At the top, there are three tabs: 'Create Absence' (highlighted), '1 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. Below the tabs, there is a calendar for October 2015. To the right of the calendar, there are fields for 'Substitute Required' (Yes/No), 'Absence Reason' (a dropdown menu), and 'Time' (a range from 08:00 AM to 03:00 PM). On the far right, there is a 'FILE ATTACHMENTS' section with a dashed box labeled 'DRAG AND DROP FILES HERE'. At the bottom right, there is a button labeled 'Advanced Mode'.

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.

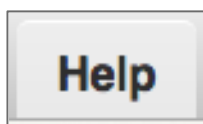


Home	Absences ▾	Feedback	Account	Directory	Help
Personal Info					
Personal Info					
General Information					
Name: Tim Fox					
Phone: 5554961283					
Email Address: tfox@email.org					

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.