

AESOP Substitute System Substitute Quick Reference

This computerized system will assist you 24 hours a day in accepting and reviewing assignments as well as modifying your availability.

How to Get Started as a New User

Once you have been hired as a substitute, you will receive a Welcome Letter via Email with your ID Number and PIN for Aesop.

- ✓ **Log in to Aesop, www.frontlineK12.com/aesop**
- ✓ **Enter your ID and PIN.** Your ID and PIN is provided to you by Cherry Creek Schools via email. Your Access ID is your 10-digit telephone number. (You may change your PIN if you don't like the PIN that has been assigned)
- ✓ **If you can't remember your login info,** click the "Forgot your Login?" link next to the login button for more information.
- ✓ **Set up your Preferred Schools** - From your Homepage, select "Preferences" then click on "Schools". From here you can select/modify the specific schools you want on your profile. You will receive calls for all subjects for the schools you select. Additionally, you may "shop" online for jobs for these selected schools.
- ✓ **For HELP and Training** – click the HELP tab right from your home page on Aesop. This will take you to The "Learning Center" where you can access a knowledge base of help and "how-to" printable training materials and videos.
- ✓ **Find Available Jobs** – Aesop makes it easy to find jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab. (Based on the schools you added to your preferred schools list)
- ✓ **Call Times** – You are able to control when (or if) you get called by the system. From you Homepage, select "Preferences" and then select "Call Times".
- ✓ **When Aesop calls you,** be sure to say a loud **"HELLO"** after answering the call to activate the system. This allows you to hear the job offer.

How to Stay Active Year-to-Year

Actively Sub (Sub at least once every 60 days during Sept. - May)

Return Sub Update Letter by June 30th of current school year
Update letter is posted on cherrycreekschools.org during month of June. (select Human Resources, then Substitutes, then scroll down)

View "What You Need to Know" Video Annually (each June)
Accessible on my.cherrycreekschools.org (logon with your Active Directory Codes) - Contact the IS HELP Desk at 720-554-4357 for assistance.

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Online or Telephone Access Information

See Important Access Information Below

Online Access..... www.frontline12.com/aesop

Telephone Access.....[1-800-942-3767](tel:1-800-942-3767)

Aesop Mobile App Access.....m.aesoponline.com

Substitute Office Help Desk.....[720-554-4442](tel:720-554-4442)
For assistance with the Aesop automated system

Information Systems HELP Desk[720-554-4357](tel:720-554-4357)
(For assistance with Active Directory/Cherry Creek Email Accounts)

HELPFUL HINTS

Forgot your ID OR PIN?

You can click the "Forgot Your Login" link next to the login button for more information. Your Access ID is your 10-digit telephone number. If the telephone number listed on your Welcome Letter you received via email is incorrect, you can still use the incorrect number to access Aesop until you have a chance to contact the Sub Office to change your telephone number. The PIN provided for you is something you can keep or you can change. Just remember, PIN numbers must be between 4 and 5 digits long and must not have all consecutive digits (ascending or descending).

EMAIL Address – We use this address to communicate with you.

It is very important to review and update the email address listed on your AESOP substitute profile.
When you are first hired on as a substitute, the email address listed on your AESOP profile defaults to a Cherry Creek Schools email address. You can use this district email or switch to your personal email as you prefer. To use the Cherry Creek email address, you will need to contact the IS Help Desk at 720-554-4357 to establish/activate the Cherry Creek email address. We use the email address listed on your AESOP profile to send assignment confirmations/cancellations, etc. as well as the annual update letter in spring.

How to review/update email address in AESOP:

After logging into AESOP online with your User ID and your PIN...from your homepage - look for tab titled "Preferences" and select "Personal Information" and then use the "edit" tab to take you a screen where you can see the email address on file. From here you can change/update your email address. If you want to change your email address....just enter the new email address and then confirm it and click "apply".