

AESOP

Phone System Instructions for Substitutes

1-800-942-3767

www.aesopeducation.com

Learn how to...

- Search for jobs by phone
- Respond when the system offers you a job
- Personalize the phone system

When Aesop calls you:

When you answer the phone, say "Hello" and Aesop will present the following options:

If you are interested in a job, Press 1

Aesop will play you the School District Name and the School Name

Enter your Pin number following by the pound key #

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press 1
- To hear the assignment again, Press 2
- To reject but allow additional calls today, Press 3
- To reject this assignment and prevent additional calls today, Press 4

**When you have successfully accepted an assignment, Aesop will play back the confirmation number.*

To prevent further calls today, Press 2

If you are unavailable, Press 3

To prevent Aesop from ever calling, Press 9 (If you select this option, then Aesop will never call you again.)

When you call Aesop

1. Dial 1-800-942-3767
2. Enter your **ID number** followed by the pound key #
3. Enter your **PIN number** followed by the pound key #

**Pressing the star key (*) will always take you back one menu level anywhere in the phone system.*

To Hear a List of Available Assignments, Press 1

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press 1
- To hear the assignment again, Press 2
- To reject this assignment and not hear it again, Press 3
- To listen to the next assignment, Press 4

- To replay bypassed assignment, Press 5
- To return to the **Main Menu**, press 6

When you have successfully accepted an assignment Aesop will play back the **confirmation number.*

WHEN YOU CALL AESOP

To Review or Cancel your Upcoming Assignments, Press 2

- To review your assignments for the next 7 days, Press 3
- To return to the previous menu, Press *

Aesop will now read off all the details of the assignment

- To hear this again, Press 2
- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

To Review or Cancel a Specific Assignment, Press 3

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press 3
- To listen to the next assignment, Press 4
- To return to the Main Menu, Press 6

**Please note that some options may not be available to you.*

WHEN YOU CALL AESOP

To Review or Change your Personal Information, Press 4

- To review or change your name recording, Press 1
- To change your PIN number, Press 2
- To change your phone number, Press 3

SPECIAL THINGS TO NOTE

When Aesop calls you:

- The phone number that appears on Caller ID is: 1-800-942-3767.
- Typically, Aesop will NOT leave a message on your home answering machine.
- Please say "hello" in order for Aesop to begin the phone call.
- If you are sick and wish not to work, Press 2 – to prevent further calls today.
- If two or more substitutes have the same phone number it is to your advantage that you both voice-record your names. Aesop will then play the voice recording at the beginning of the phone call and you can enter the correct PIN number.