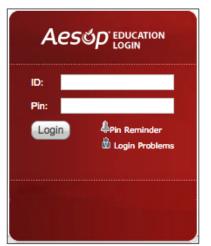
## Logging in on the Web

Aesúp

To log in to Aesop, type <u>aesopcanada.com</u> in your web browser's address bar (on mobile devices, type <u>m.aesopcanada.com</u>).



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 home page under the **Create Absence** tab.

Absences Closed Day In-Service Day											
Create Absence					nce		1 Scheduled Absences 0 Past Absences			0 Denied Absences	
Ple	ease s	selec	tad:	ate						Need more options? Advanced Mode	
0	October 2015				0	Substitute Required	Yes		FILE ATTACHMENTS		
SUN	MON	TUE	WED	THU	FRI	SAT		100			
27	28	29	30	1	2	3	Absence Reason	Select One		<pre></pre>	
4	5	6	7	8	9	10					
11	12	13	14	15	16	17	Time Please enter a valid time range using the HH:MM AM format.	Full Day	\$	DRAG AND DROP FILES HERE	
18	19	20	21	22	23	24		08:00 AM to 0	03:00 PM		
25	26	27	28	29	30	31					

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.



When you've completed entering the absence details, click the **Create Absence** button.



# 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.

*	Absence		Feedback	Account	Directory	
Perso	onal Info	Personal Info				
Chang	je Pin	General Information				
Share Attach	d Iments	Name: Tim Fox				
Prefer	red		Ph	one: 5554981283		
Subst	tutes		Email Add	ress: tfox@email.c	org	
Excluded Substitutes		Title: High School Science				
Aboon	ce Reason	Room Number: Main Office				
Balan			Lang	uage English		

## Getting Help and Training

Account	Directory	Help
Name: Tim Fox		

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 **1-877-264-6562**. If prompted for an ID number, enter your ID (followed by the # sign), then your PIN number (followed by the # sign). Or, if prompted for a pin number, enter your pin (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.

