



Aesop = Sub Management System
(SubFinder is retired)

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 login form has a dark background. At the top is the 'Aesop EDUCATION LOGIN' logo. Below it are two input fields: 'ID:' and 'Pin:'. Under the 'Pin:' field is a 'Login' button. To the right of the 'Login' button are two links: 'Pin Reminder' and '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 home page under the **Create Absence** tab.

The 'Create Absence' form is a web interface. At the top, there are three tabs: 'Absences', 'Closed Day', and 'In-Service Day'. Below these is a row of four tabs: 'Create Absence' (selected), 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The main content area has a header 'Please select a date' with a calendar for October 2015. To the right of the calendar is a 'Substitute Required' section with a 'Yes' button. Below that is an 'Absence Reason' section with a 'Select One' dropdown. To the right of the dropdown is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area. At the bottom, there is a 'Time' section with a 'Full Day' button and a time range selector showing '08:00 AM' to '03:00 PM'.


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.




A button with a checkmark icon and the text 'Create Absence'.

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.

	Absences ▾	Feedback	Account	Directory
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<table border="1"> <tr><td>Personal Info</td></tr> <tr><td>Change Pin</td></tr> <tr><td>Shared Attachments</td></tr> <tr><td>Preferred Substitutes</td></tr> <tr><td>Excluded Substitutes</td></tr> <tr><td>Absence Reason Balances</td></tr> </table>	Personal Info	Change Pin	Shared Attachments	Preferred Substitutes	Excluded Substitutes	Absence Reason Balances	<table border="1"> <tr><td>Personal Info</td></tr> <tr><td>General Information</td></tr> <tr><td>Name: Tim Fox</td></tr> <tr><td>Phone: <input type="text" value="555-4981293"/></td></tr> <tr><td>Email Address: <input type="text" value="tfox@email.org"/></td></tr> <tr><td>Title: High School Science</td></tr> <tr><td>Room Number: Main Office</td></tr> <tr><td>Language </td></tr> </table>	Personal Info	General Information	Name: Tim Fox	Phone: <input type="text" value="555-4981293"/>	Email Address: <input type="text" value="tfox@email.org"/>	Title: High School Science	Room Number: Main Office	Language 
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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 **1-800-942-3767**. 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.