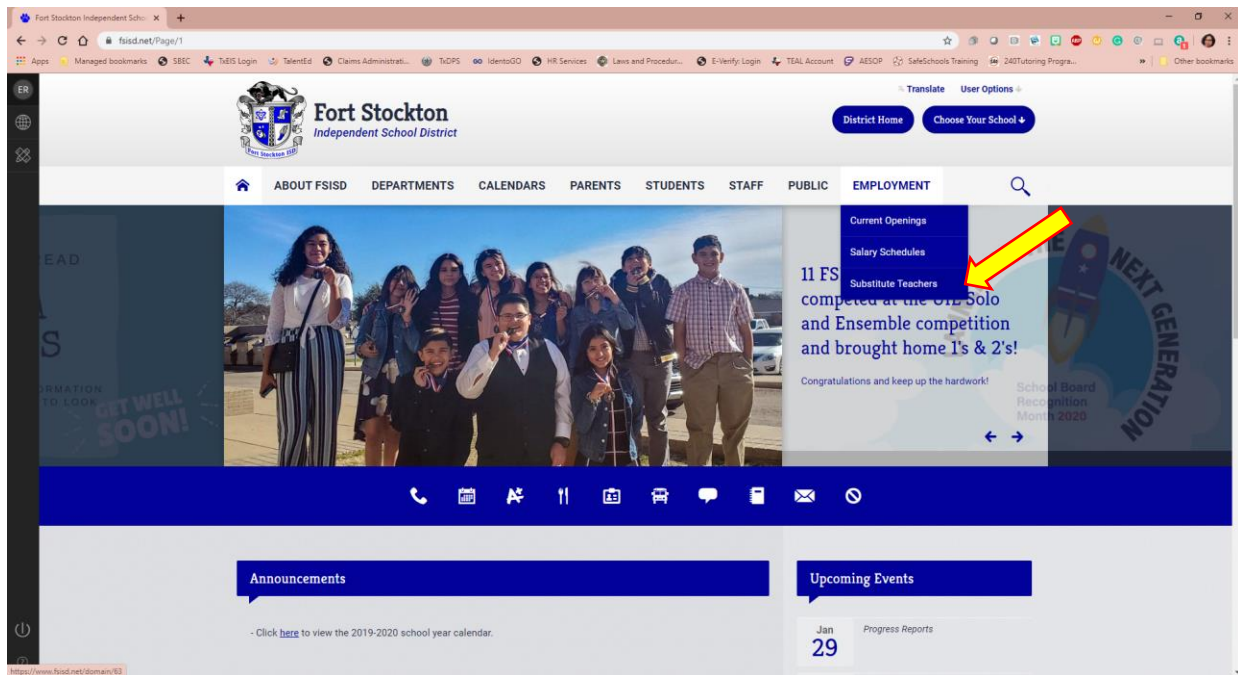
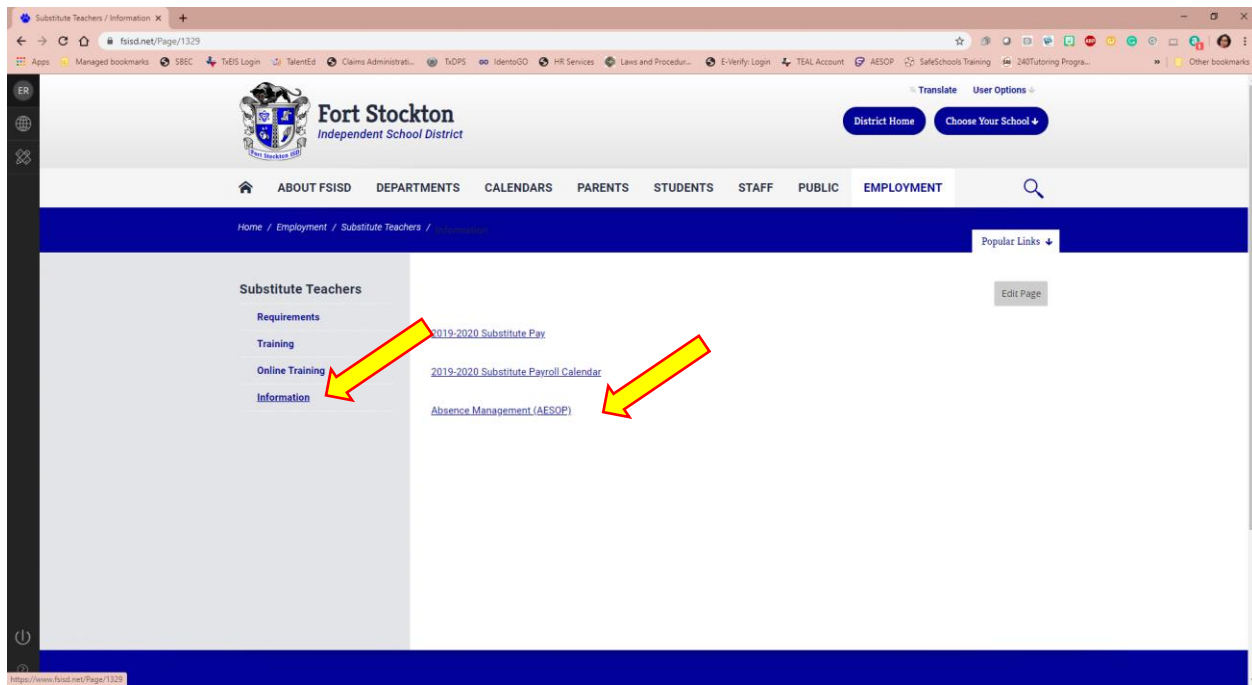


# How to use the Absence Management (Aesop) System

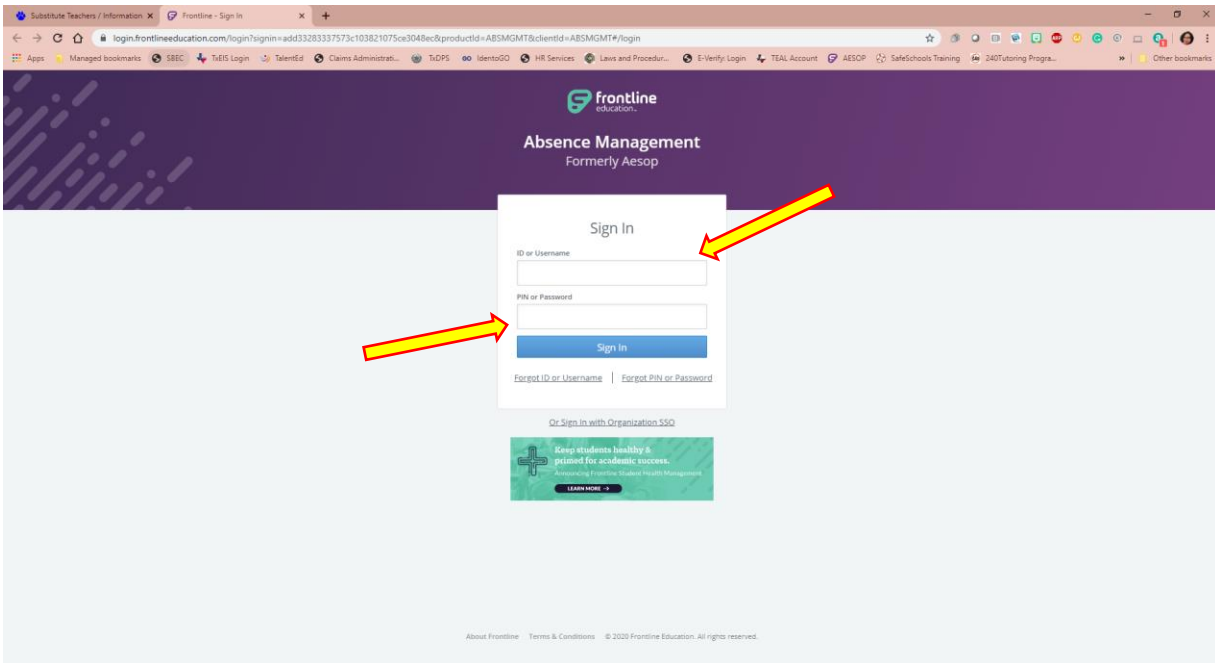
1. Log on to our home page at [www.fsisd.net](http://www.fsisd.net) and click on **Substitute Teachers**.



2. Click on **Information** and then click on **Absence Management (AESOP)**.

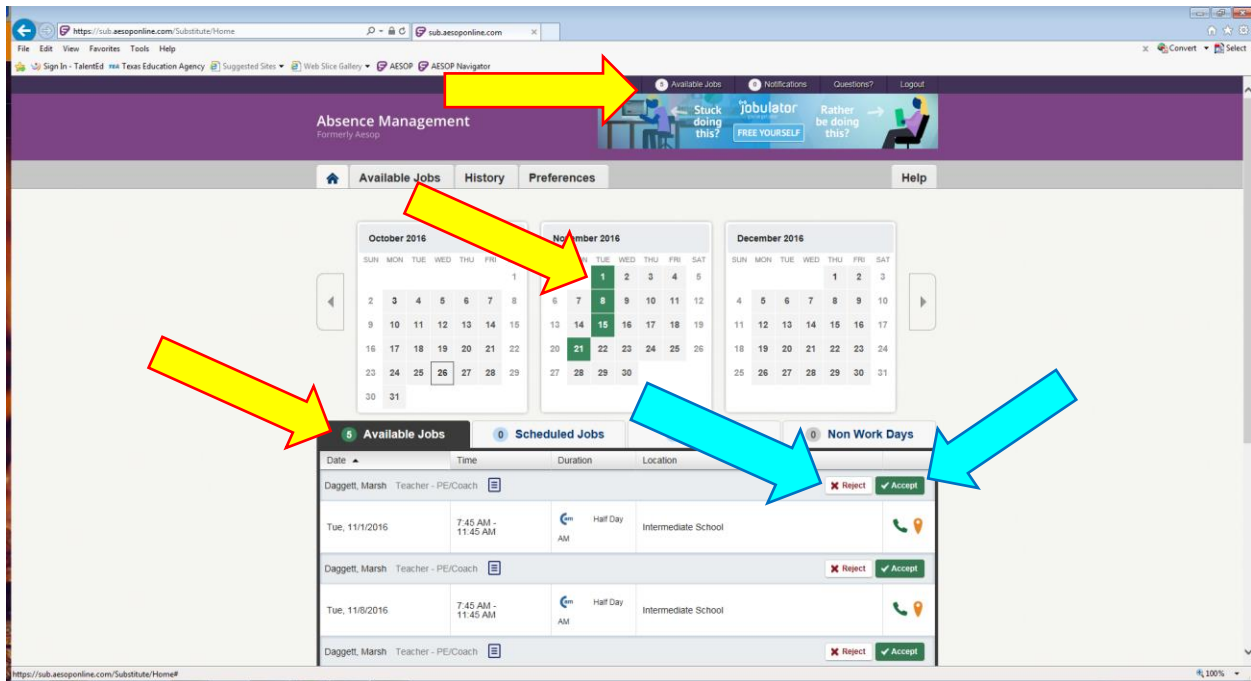


### 3. Type in your ID and PIN number/Password.



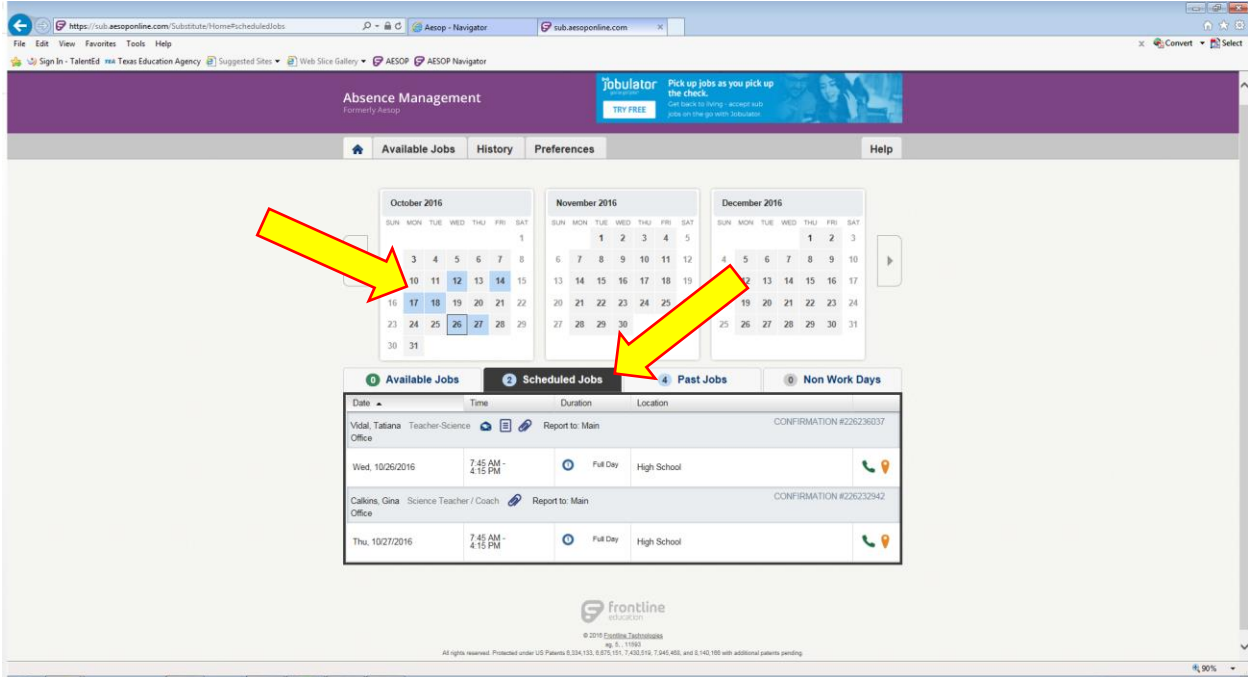
### 4. You are now on the home page!

- You can now see available jobs (Intermediate, Middle School and High School only)
- You can reject/accept jobs
- Available Jobs show in green on the calendar



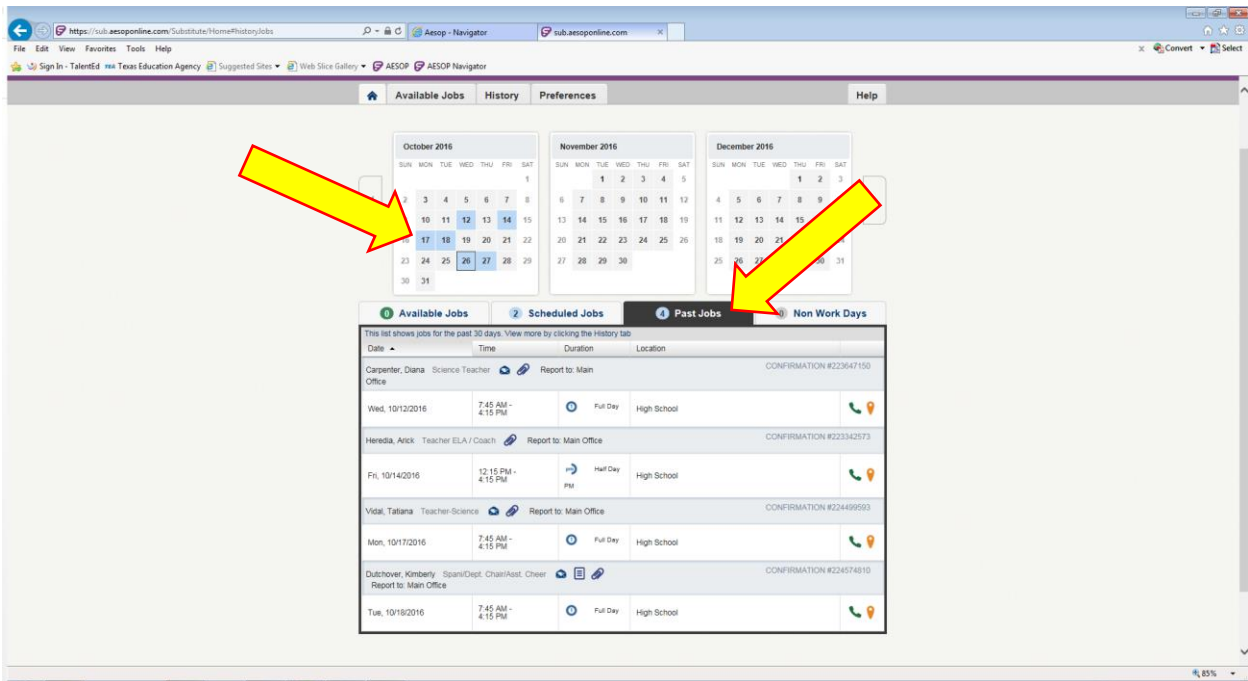
5. On the Scheduled Jobs tab:

- You can see jobs that are scheduled for the next day, week or month
- Scheduled Jobs are shown in blue on the calendar



6. On the Past Jobs tab:

- You can see jobs that you worked yesterday, last week or last month.





## Receiving a Call from AESOP

Please read the pictures below for an example of what you will hear when AESOP calls your phone. Please note that AESOP is not compatible with ring back tones. To receive calls from AESOP, your ring back tone must be removed.

### A Phone Call from Aesop

Last Updated: Apr 04, 2014 03:35PM EDT



**When Aesop calls you, say "Hello" and follow the prompts**

"Hello, I am calling for [Substitute Name].  
If you are interested in a job press 1 now.  
To prevent further calls today press 2 now.  
If the substitute I am trying to contact is not available press 3 now.  
To prevent the system from ever calling again press 9 now."

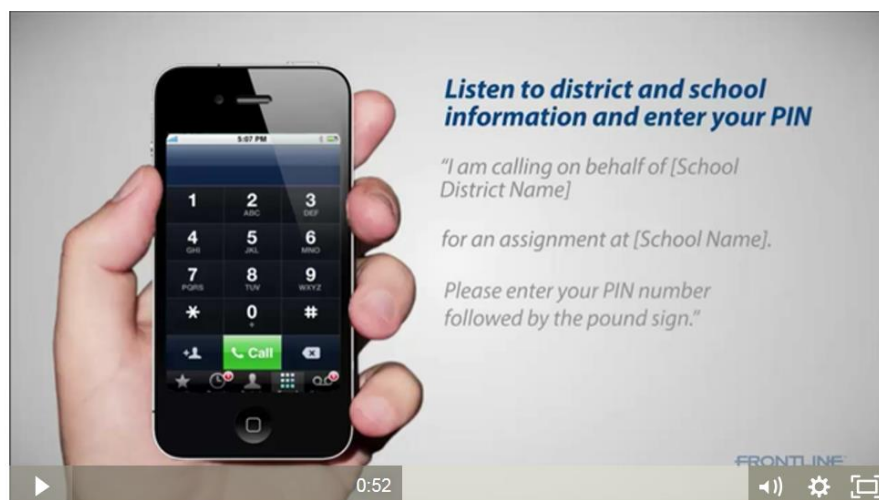
FRONTLINE

0:41

This video will show you an example of a phone call from Aesop and how to accept a job over the phone.

### A Phone Call from Aesop

Last Updated: Apr 04, 2014 03:35PM EDT



**Listen to district and school information and enter your PIN**

"I am calling on behalf of [School District Name]  
for an assignment at [School Name].  
Please enter your PIN number followed by the pound sign."

FRONTLINE

0:52

This video will show you an example of a phone call from Aesop and how to accept a job over the phone.

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## A Phone Call from Aesop

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Last Updated: Apr 04, 2014 03:35PM EDT



This video will show you an example of a phone call from Aesop and how to accept a job over the phone.

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## A Phone Call from Aesop

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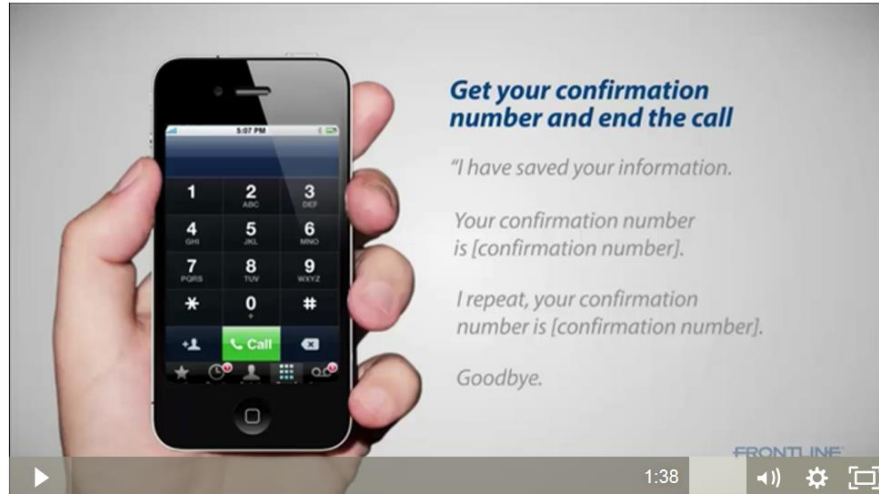
Last Updated: Apr 04, 2014 03:35PM EDT



This video will show you an example of a phone call from Aesop and how to accept a job over the phone.

## A Phone Call from Aesop

Last Updated: Apr 04, 2014 03:35PM EDT



This video will show you an example of a phone call from Aesop and how to accept a job over the phone.

## A Phone Call from Aesop

Last Updated: Apr 04, 2014 03:35PM EDT

