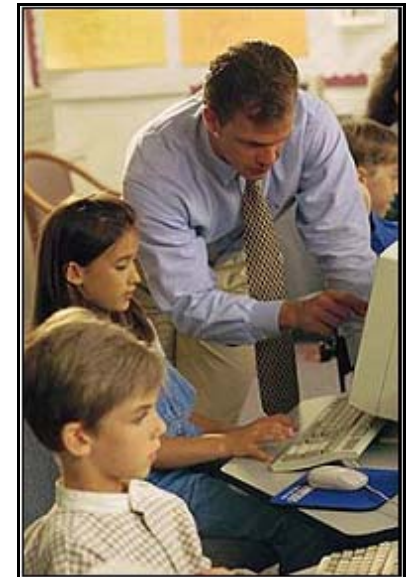


AESOP

Automated Educational Substitute Operator

*AESOP Phone
System Instructions
for Principals*



Frontline Data, Inc.

Phone System: 1-800-94-AESOP
www.aesoponline.com
Email: Support@aesoponline.com



1-800-94-AESOP or 1-800-942-3767

How to Access the AESOP Phone System

1. Dial 800-94-AESOP (or 800-942-3767).
2. Enter your School Administrator ID number followed by the # sign.
3. Enter your PIN number followed by the # sign.



Employee Name & Title Recording

- From Main Menu Press 1
- AESOP will ask you to enter the ID number of the employee whose name recording you wish to update.

Notice: This ID is not the same as the employee's ID number (phone number or SSN). This number is found on the Recording Instructions Report. You may access this report by clicking the "Recording Instructions" link found on your AESOP home page.

To proceed with recording	Press 1+
To return to previous menu	Press 2+

+ If a recording has previously been made, the options will be as follows:

To change this recording	Press 1
To leave unchanged	Press 2

- AESOP will either spell out the recording or play back a previous recording and present the following options:

Notice: It is customary to record the grade of an elementary teacher and either the grade and subject or just the subject of a secondary teacher.

Also, it is best to avoid long pauses before and after your recording.

- Select option 1 if you wish to change.

To save	Press 1
To re-record	Press 2
To return without saving	Press 3