

## How do I interact with Aesop?

1. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

## Important Notes:

You will receive your ID and PIN numbers for accessing Aesop from Human Resources.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

Aesop has a Training/Help feature anytime needed. In the Help Menu - Training & Reference Material; be sure to search and review the Employee Web Guide.

We are confident that you will find the Aesop experience efficient and user friendly. If you have any questions, concerns, or comments; please contact

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