AESOP

 **For Employees:**

 **How do I interact with Aesop?**

* 1. You can interact with Aesop on the internet at [**www.aesoponline.com**](http://www.aesoponline.com/). 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:**

* 1. Your ID and PIN numbers to access Aesop are issued by the HR departments, if you have not received it or have misplaced it please contact HR.
	2. Quick Start Guides and Helpful Information: [**http://help.frontlinek12.com/Aesop/end-user-training-resources/**](http://help.frontlinek12.com/Aesop/end-user-training-resources/)
	3. 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.

We are confident that you will find the Aesop experience beneficial and enjoyable! If you have any questions, concerns or comments please contact the HR Department at 478-457-3309.