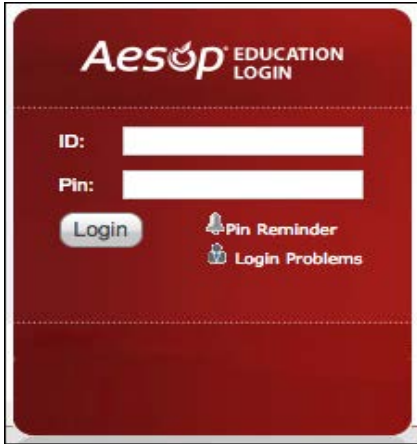


# Campus User Quick Start Guide for



## Logging in on the Web

To log in to Aesop, navigate to [www.aesoponline.com](http://www.aesoponline.com) in your web browser.

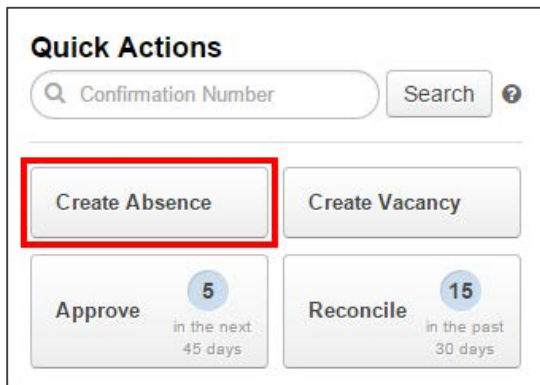
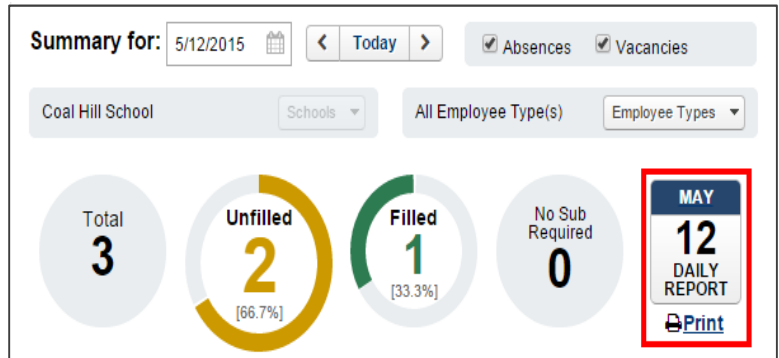
Enter your email address and PIN, then click **Login**.

If you're having trouble logging in, click the "Forgot your login?" link next to the **Login** button for more information.

## Accessing the Daily Report

The Daily Report gives you an overview of each day's absences, substitutes, and more.

Access or print the Daily Report by clicking the **Daily Report** button on the Aesop home page.



## Creating an Absence

Aesop is designed to allow employees to enter their own absences, but as an Admin there may be times that you need to enter an absence on behalf of an employee.

To create a new absence, simply click the **Create Absence** button on the Quick Actions panel. Alternatively, choose **Create Absence** under the **Absences** tab at the top of the page.

## Substitute Sign-In Report

Substitute	Signature	Start/End
Dee Baker Coal Hill School	x	Full Day 08:00 AM-03:00

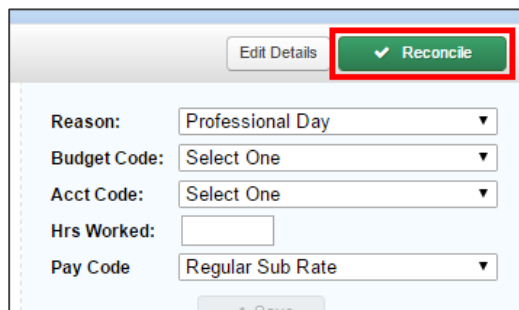
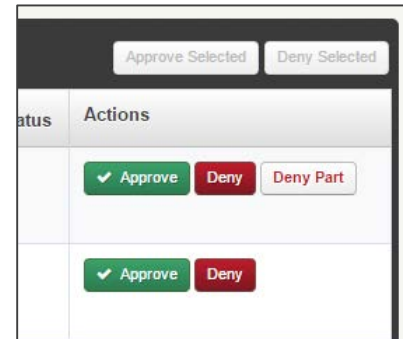
The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on **Reports**, choose **Substitute**, then **Substitute Sign In**.

# Campus User Quick Start Guide for

## Approving (or Denying) Absences

If you approve absences at your school, you will find a list of absences requiring approval by clicking the **Approve** button on the Quick Actions panel.

On the absence approval page, click the **Approve** or **Deny** button next to the absence.



## Reconciling Absences

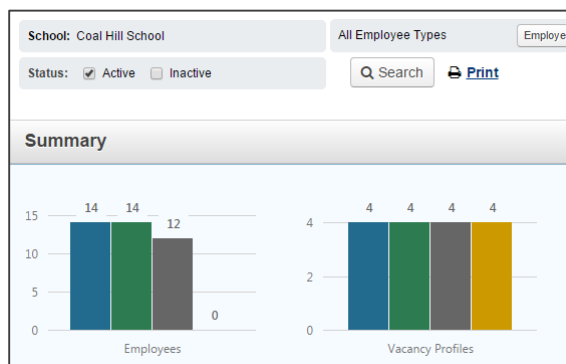
Aesop allows you to “reconcile” absences at your school to double-check that the data is correct. This is especially important if you are sharing Aesop’s absence data with a payroll system.

View absences that need to be reconciled by clicking on the **Reconcile** button in the Quick Actions panel.

## Preferred Substitutes

Aesop gives you the ability to create a list of substitutes that you prefer to work at your school.

If your District has given you the permission to do this, you can create and manage your list of preferred substitutes by clicking on **Settings**, choosing **School**, then **Preferred Substitutes**.



## Accessing the Staff List

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school.

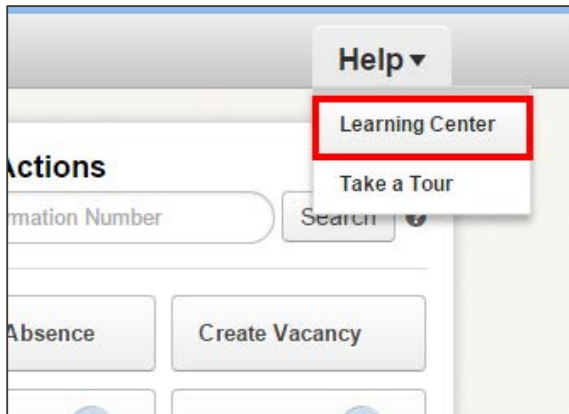
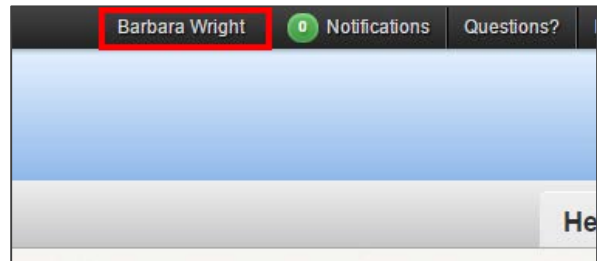
Access the report by clicking on the **Reports** tab, choosing **Employee**, then **Staff List**.

Once you’re on the report, set the relevant criteria like employee type, status, etc., and click **Search**.

# Campus User Quick Start Guide for

## Changing your PIN and Personal Info

Manage and edit your PIN number and personal information by clicking on your name in the top right corner of the site, then by clicking on either **Change Pin** or **Personal Info**.



## Help and Training Resources

The Aesop Learning Center is a great place to access additional training resources, get answers to specific questions, and more! Access the Learning Center by clicking the **Help** tab at the top right of the site, then choose **Learning Center**.

A great place to start is the “Getting Started” page, a collection of videos and articles that will give you everything you need to know to use Aesop effectively.