



Multiple District Substitute Guide

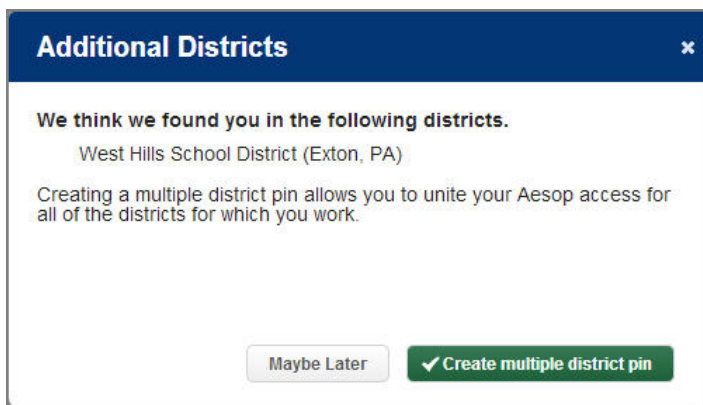
Overview

This guide is designed to give more information about the **multiple district substitute** functionality in Aesop. This will enable you to access the system with a single PIN of your choice, and will also allow you to manage your schedule across the various districts you work with.

The system recognizes you as a multiple district substitute by matching your first name, last name, and phone number. If the system detects matching information for you in more than one district using Aesop, you will be considered a multiple district substitute. You may also add districts that you have already signed up for that are not automatically detected.

Creating a Multiple District Pin

If you have been recognized as a substitute that works in multiple districts, when you log into Aesop you will see a message like this.



Click the green "Create multiple district pin" button. This will take you to the following screen.

The screenshot shows a white box with a dark blue header containing the text "District List". Below the header, the text reads: "Creating a multiple district pin allows you to unite your Aesop access for all of the districts for which you work. Please select a six-digit numeric pin to proceed :". There are two input fields: "New Multiple District Pin" and "Confirm Multiple District Pin". At the bottom right of the box is a green "Create" button with a white checkmark icon.

Use the data entry boxes to create a **six digit multiple district PIN**. You will be able to use this pin number along with your ID number to access the system for any of your districts. You may also use this multiple district PIN when you receive a call from Aesop, regardless of the district that available job is for.

After you've created your multiple district PIN, Aesop will prompt you to add the district that you want from the list of those that have been automatically detected. Click **Add** to add the district.

District List

We think we found you in the following districts. Do you want to add them?

West Hills School District (Exton, PA)

You are associated with the following districts:

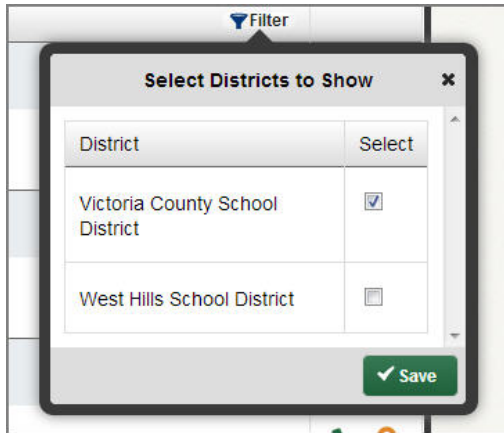
Victoria County School District (Smallville, PA)

Searching for Jobs

When you log into Aesop using your 6 digit multi district PIN you will see jobs from all of your districts in the **Available Jobs** tab. The location will now show not only the name of the specific school but also the name of the school district the job is at.

3 Available Jobs		0 Scheduled Jobs		1 Past Jobs		0 Non Work Days	
Date	Time	Duration	Location	Filter			
Hunter, Ben Food Service <input type="button" value="Reject"/> <input type="button" value="Accept"/>							
Fri, 10/5/2012	6:45 AM - 4:00 PM	09:15	West Hills School District Benjamin High School	←			
Chesterton, Ian 5th Grade <input type="button" value="Reject"/> <input type="button" value="Accept"/>							
Fri, 10/5/2012	8:00 AM - 3:00 PM	Full Day	Victoria County School District Walker Middle School	←			
Williams, Rory 4th Grade <input type="button" value="Reject"/> <input type="button" value="Accept"/>							
Mon, 10/8/2012	8:00 AM - 3:00 PM	Full Day	Victoria County School District Dell Middle School	←			

You can filter the search results by school district by using the filter button at the top right corner.

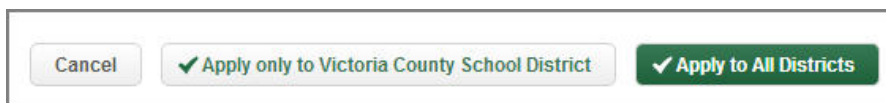


Preferences

Under the **Preferences** tab you will have the option to change things like your personal information, PIN, preferred schools, and your call times. As you can see in the image below, all of your school districts will be listed under your personal info.



Click the Edit button for the district you want to change your personal info for. Once in edit mode you will be able to choose to apply any changes to just the one district or to all districts.



When changing things like your Call Times and Preferred Schools you will be given the option of which district you want to make these changes for.

Call Times

✕ Turn Off All Calling

Select one of your districts to view your Call Times

Victoria County School District

West Hills School District

Adding a New District

Occasionally, you might encounter a situation where a district that you have signed up with is not automatically showing as an option to “add” in your district list. This may be because you do not have a perfect match in this district to your current phone number, first name, and last name. However, you do have the option to enter the ID and PIN for the district you would like to add manually. To do this click the **District List** option under the Preferences tab.

The screenshot shows a user profile for Tom Baker. The 'Preferences' tab is selected in the top navigation bar. A dropdown menu is open under 'Preferences', with 'District List' highlighted by a red arrow. The main content area shows a table of associated districts with columns for Name, Phone, and Email.

Name	Phone	Email
Victoria County School District		

This will open up the list of districts you are already associated with. Click the **Add a district** button to add a district that is not in the list.

District List

You are associated with the following districts:

- Victoria County School District (Smallville, PA)
- West Hills School District (Exton, PA)

+ Add a district

←

Here you will be able to provide the ID and a PIN for a district that you have already signed up with, even if the system does not recognize you automatically. You may continue to use a different phone number (ID number) for that district once you have added them to your account.

Add a district ✕

You can also Add a Specific District by Logging In to that District below.
Remember, you must sign up to be a substitute with a district, so they can provide you with an ID and a PIN, before you will be able to add them.

Login ID

PIN

Tips

Non-Work Days

When adding **non-work days**, you will be able to check a box next to the districts you want the non-work day or days to apply to. This will help you keep your availability either the same or different from district to district, depending on how you want to set it up.

Add Non-Work Day ✕

Date

Repeat

From All Day

to

at Victoria County School District

West Hills School District

Reason

Calls

After creating your multiple district PIN, when you **receive a call** from the automated system, you may use the appropriate single district PIN or the multiple district PIN as your entry. We'd recommend the latter.

When **phoning into Aesop** with your ID and your multiple district PIN, you will be prompted to choose a district at the beginning of the call. If you wish to access another district after making your initial selection, you would need to call back in to the system.