

## Steps to set up your preferred subs & favorites lists in Aesop

After logging into Aesop:

Click on the account tab. This will open up the personal info box you see below. Click on the 3<sup>rd</sup> tab under personal info, labeled preferred substitutes.

The screenshot shows a web browser window with the URL <https://emp.aesoponline.com/Employee/UserProfile/PersonalInfo>. The page title is "Absence Management" for "Shasta Union High School District". The user is identified as "Tyler Grady, Employee (Special ED RSP)".

The left sidebar contains a "NAVIGATION" menu with the following items: Home, Absences, Feedback, Account, Directory, and Resource Library.

The main content area is titled "Personal Info" and is divided into several sections:

- General Information:**
  - Name: Tyler Grady
  - Phone: 5302272715
  - Email Address: tgrady@suhdsd.net
  - Title: Special ED RSP
  - Room Number: Main Office
  - Language: English (Note: Your language preference can be changed in your Account Settings.)
- Address:**
  - Address1: 1735 Lazelle Court
  - Address2:
  - Address3:
  - Address4:
  - State: CA
  - City: Redding
  - Zip Code: 96002
- Absence Times:**
  - Start Time:
  - End Time:
  - Half Day AM End Time:
  - Half Day PM Start Time:

The "Preferred Substitutes" tab is highlighted in the left sidebar, and the corresponding content area is currently blank.

Here you can select any sub from the list and place them on your preferred list.

- If you have not selected any subs, it will be blank. To select all the subs you prefer, click on add substitutes and then scroll through the list, selecting the ones you desire. Select "add substitute(s)". After this point, they will show up on your list each time.
- If at any time you wish to remove, just click their the box and select "remove selected substitute(s)".

To make your preferred subs your favorites (holding the jobs for them to see and respond yes/no before the job goes to your preferreds and general public) you simply click on the little heart to the left of the preferred subs names.

**You are only allowed 5 favorites.**

Personal Info

Phone  
Credentials

Shared  
Attachments

Preferred  
Substitutes

### Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

✓ ✕

☑ Add Substitute(s)

Remove Selected Substitute(s)

Order

Name

Select



Mustain, Miriam



✓ ✕

☑ Add Substitute(s)

Remove Selected Substitute(s)