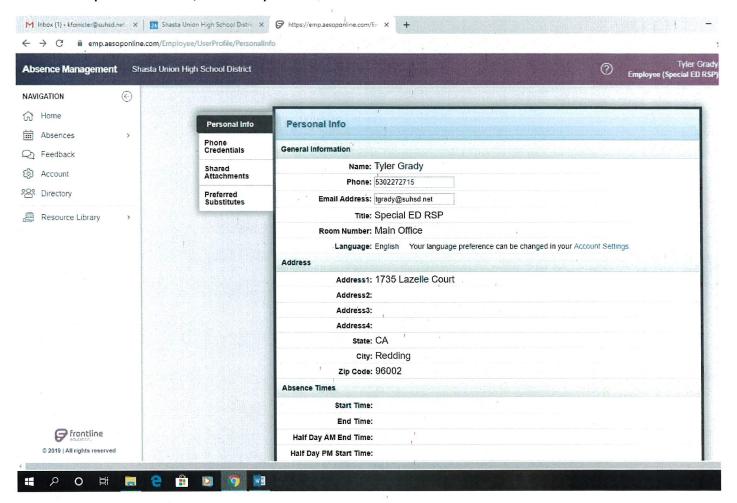
Steps to set up your preferred subs & favorites lists in Aesop

After logging into Aesop:

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

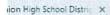


Here you can select any sub from the list and place them on your preferred list.

- 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 thorugh 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.



https://emp.aesoponline.com/En X



e/PreferredSubstitutes

gh School District

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Tyler Grady

Employee (Special ED RSP)

