

Your Substitute AESOP Account

Belmont Public Schools uses an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Absence Management but commonly known as *Aesop*, utilizes both the Internet and the telephone to assist you in locating jobs in this school district. The *Aesop* system is available 24 hours a day, 7 days a week. *Aesop* uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting *Aesop* on the internet at <https://app.frontlineeducation.com>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You can interact with the *Aesop* system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
3. *Aesop* will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the *Aesop* service may call for substitutes: 5:30 AM - 11:59 AM in the morning and 4:00 PM - 9:00 PM in the evening.

Important Notes:

- **Accessing the *Aesop* system by internet:** You will receive a personal invitation email from no-reply@frontlineed.com with the subject line: "Belmont Public Schools has invited you to Absence Management". If you have an existing Frontline ID account from another district, click "Sign in with your Frontline ID." Otherwise, click the blue "Create a Frontline ID" button. Create a username, password, and email address for password recovery, and check "I accept the terms and conditions." Then click "Create Frontline ID" and you are in!
- **Accessing the *Aesop* system by dial telephone:** You will need to enter your ID and PIN numbers as follows:
 - ID Number = the phone number you have in your *Aesop* account
 - PIN Number = **PIN**

Aesop will automatically make a recording of your name for Belmont Public Schools on the phone system. To review or change the recording of your name, call in to *Aesop* and select option 4.
- **Jobulator app:** Frontline Education offers a smartphone app for a monthly subscription fee, which will allow you to see and accept jobs on your smartphone as soon as they are entered into the system. The app is available in the app store.
- If you accept a job, *Aesop* will issue a *confirmation number*. **Please remember that your transaction is not complete until *Aesop* supplies you with a confirmation number.**
- Should you require any tutorial, please click on the Help tab for videos and printed materials on how to use your *Aesop* account.

Should you experience difficulty using the *Aesop* system in any way, please contact:

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