

## AESOP SUBSTITUTE QUICK-START GUIDE

AESOP Internet Feature			
Accessing AESOP via the Internet	Viewing and Accepting Assignments	Entering Time Using AESOP Web Time	Entering Time Using AESOP Web Time (continued)
<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.mykelly.com">www.mykelly.com</a>.</li> <li>2. Select your Country (United States) &amp; Division (Kelly Educational Staffing).</li> <li>3. Click <b>Go to MyKelly</b>.</li> <li>4. Click <b>AESOP</b> (located under <b>Quick Links</b>).</li> <li>5. Enter your ID and PIN.</li> <li>6. Click <b>Sign In</b>. Your home page will display.</li> </ol>	<ol style="list-style-type: none"> <li>1. To locate assignments, click <b>Available Jobs</b> at the top of the page or view <b>Available Jobs</b> below the interactive calendar.</li> <li>2. To accept the assignment, click <b>Accept</b>. You will be scheduled for the assignment and given a confirmation number.</li> <li>3. To return to your homepage without accepting any assignments, click the <b>Home</b> icon.</li> </ol>	<ol style="list-style-type: none"> <li>1. From the AESOP home page, click <b>Web Time</b>.</li> <li>2. Verify that you are entering time for the correct weekending and teacher.</li> <li>3. In the <b>Actual Start, Actual End, and Break Times</b> fields, enter your actual start and end times, and times in and out for break in HH:MM format.</li> <li>4. If no lunch was taken, leave the Break Times blank.</li> </ol>	<ol style="list-style-type: none"> <li>5. Verify your entered times and click <b>Save</b>.</li> <li>6. In the <b>Time Sheet Comments</b> field, enter any notes to the approver once the time sheet has been saved.</li> </ol>
AESOP IVR Feature			
Accessing AESOP via the IVR System	Receiving Calls from the IVR System	Accepting Assignments on the IVR System	Changing Your PIN via the IVR
<ol style="list-style-type: none"> <li>1. Call 1-800-942-3767.</li> <li>2. Enter your ID and PIN and press <b>#</b>.</li> <li>3. Select one of the following system options:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> to hear a list of available assignments.</li> <li>• Press <b>2</b> to review upcoming accepted assignments.</li> <li>• Press <b>3</b> to review a specific accepted assignment.</li> <li>• Press <b>4</b> to review or change your personal information.</li> <li>• Press <b>9</b> to enter time sheet information.</li> </ul> </li> </ol> <p><b>Note:</b> Press * to go back one menu level at any point.</p>	<p>The system will introduce itself and offer the following options:</p> <ul style="list-style-type: none"> <li>• Press <b>1</b> if you are interested in an assignment.</li> <li>• Press <b>2</b> to prevent further calls today.</li> <li>• Press <b>3</b> if you are unavailable today.</li> <li>• Press <b>9</b> to prevent the system from calling in the future.</li> </ul>	<ol style="list-style-type: none"> <li>1. Press <b>1</b> from the main menu. You will hear the district and school for the assignment.</li> <li>2. Enter your PIN and press <b>#</b>.</li> <li>3. The system will present details of the assignment and the following options:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> to accept the assignment.</li> <li>• Press <b>2</b> to hear the assignment again.</li> <li>• Press <b>3</b> to reject the assignment and allow additional calls today.</li> <li>• Press <b>4</b> to reject the assignment and prevent additional calls today.</li> </ul> </li> <li>4. Press <b>1</b> to accept the assignment. You will be scheduled for the assignment and given a confirmation number.</li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>4</b> from the Main Menu.</li> <li>2. Press <b>2</b> to hear your current PIN.</li> <li>3. Enter a new four digit PIN and press <b>#</b> (Press * to leave your PIN unchanged).</li> <li>4. The system will repeat the PIN you entered.                             <ul style="list-style-type: none"> <li>• Press <b>1</b> if the PIN is correct.</li> <li>• Press <b>2</b> to re-enter your PIN.</li> </ul> </li> <li>5. After confirming your new PIN:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> to save your new PIN.</li> <li>• Press <b>2</b> to erase and re-record your PIN.</li> <li>• Press <b>3</b> to return to the change personal information menu without saving.</li> </ul> </li> </ol>

*Call 1-866-KELLY-38 if you experience technical difficulties using Aesop, or if you have forgotten your ID or PIN.*

Please call the scheduling team at **1-866-KELLY-98** for assistance using the Aesop system. They are available between the hours of 4AM and 7PM CST Monday-Friday.

You can reach your local KES team at 256-832-0529 or [1078@kellyservices.com](mailto:1078@kellyservices.com).

Thank you!