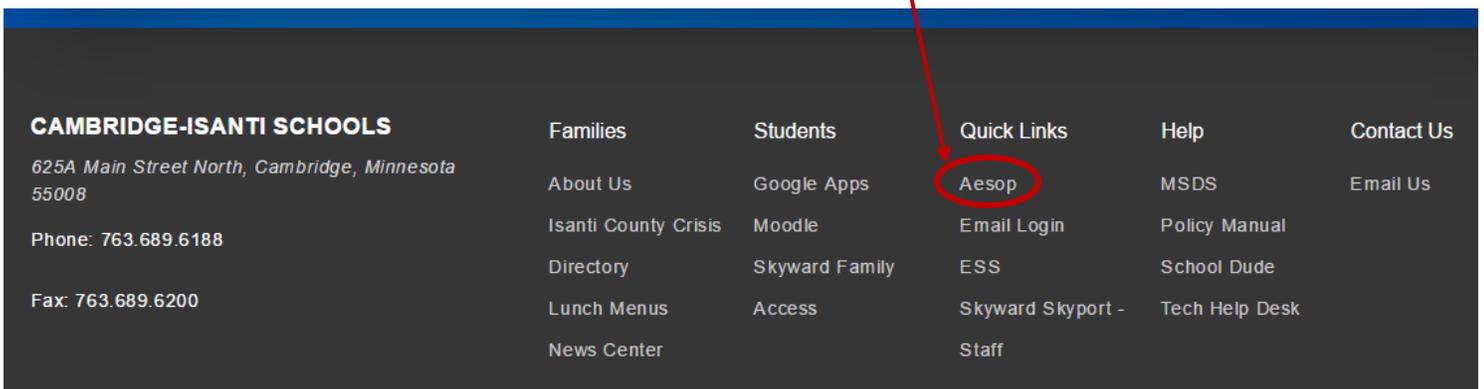# How to Log into AESOP

1. Open a web browser, such as Google Chrome or Mozilla Firefox, by double clicking on the icon on the desktop of the computer

2. In the address bar at the top of the web browser window, type www.c-ischools.org and hit enter

3. Scroll all the way to the bottom of the page and click on the "AESOP" link

   CAMBRIDGE-ISANTI SCHOOLS

   625A Main Street North, Cambridge, Minnesota 55008

   Phone: 763.689.6188

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4. A new tab will open now. Here you'll log into your account with your ID and pin. If you can't remember your pin, click on the "pin reminder" button.

   *Reminder: your ID is a telephone number.

   Absence Management
   Formerly Aesop

   ### Sign In

   ID:

   Pin:

   Login   Pin Reminder
            Login Problems

   Once you've entered your ID and pin, click on the "login" button

   frontline education.

How to Update Your Personal Information in AESOP

1. Click on the "Account" tab.

2. Edit your phone number, email address, room number, mailing address, and your work hours under the "personal info" tab.

Absence Times

Start Time:	7:30 am
Half Day AM End Time:	12:30 pm
Half Day PM Start Time:	1:00 pm
End Time:	4:00 pm

Substitute Report Times

Start Time:	7:30 am
Half Day AM End Time:	12:30 pm
Half Day PM Start Time:	1:00 pm
End Time:	4:00 pm

Always remember to click on "save changes" after you've edited any of your information.

✔ Save Changes

*Please note: while editing your "absence times," enter the start of your lunch break at the "half day AM end time" and then put the end of your lunch break as the "half day PM start time." For example, if you have a 30 minute lunch break, and you take lunch at 12:30pm, you'd enter 12:30 as your half day AM end time, and then 1:00pm as your half day PM start time.

3. You can change your pin number, if you want to, by clicking on the "change pin" tab and updating your information there. Be sure to click on the green "save changes" button once you've entered the necessary information.
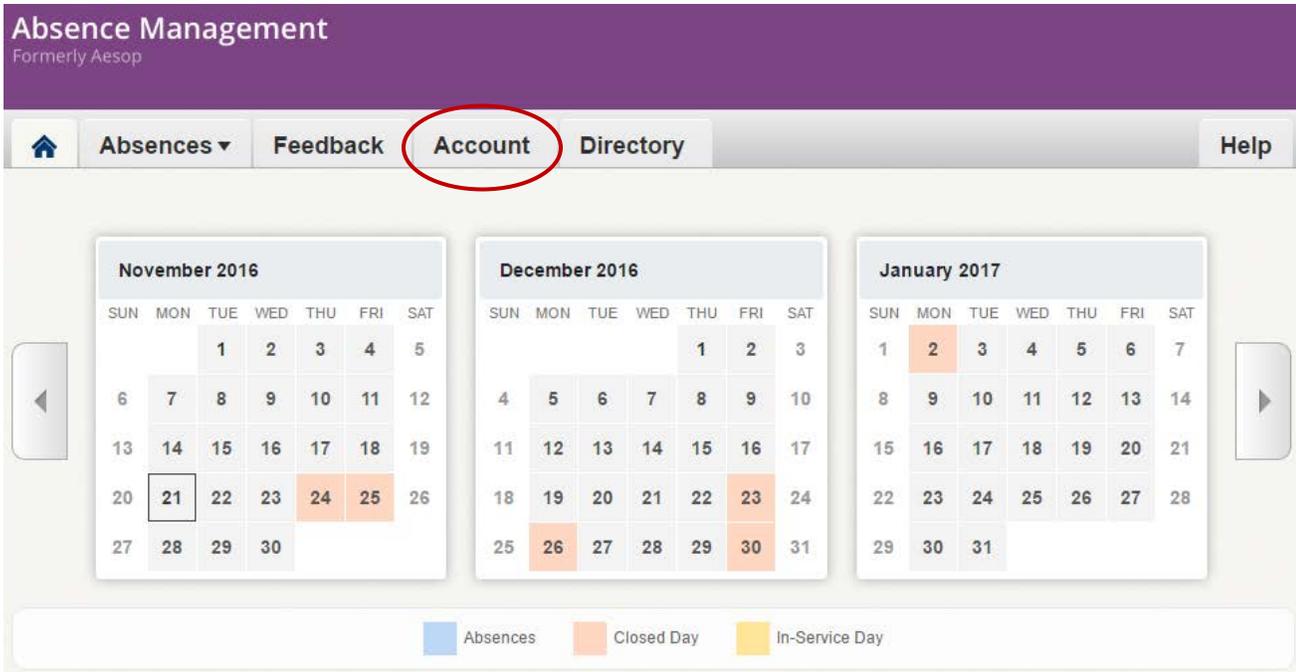
Personal Info

Change Pin

Shared Attachments

Preferred Substitutes

Excluded Substitutes

Absence Reason Balances

Change your Pin

Old Pin:	
New Pin:	
Confirm New Pin:	

Clear Form   ✔ Save Changes
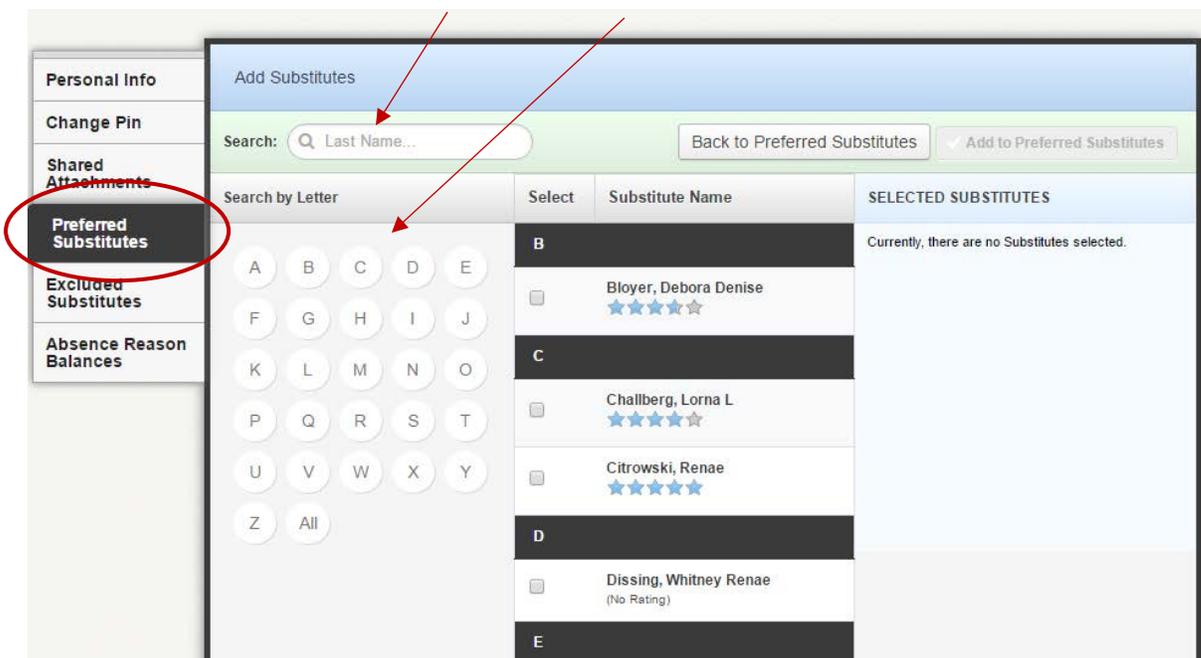
# How to Add (or Update) Preferred Substitutes in AESOP

1. Click on the "Account" tab.

2. Click on the "Preferred Substitutes" tab. Now you can search by the substitute's name, or alphabetically by clicking on the letter their last name starts with.

3. To choose a preferred sub, put a check mark in the box next to their name and click the green "add to preferred substitutes" button in the upper right hand corner.
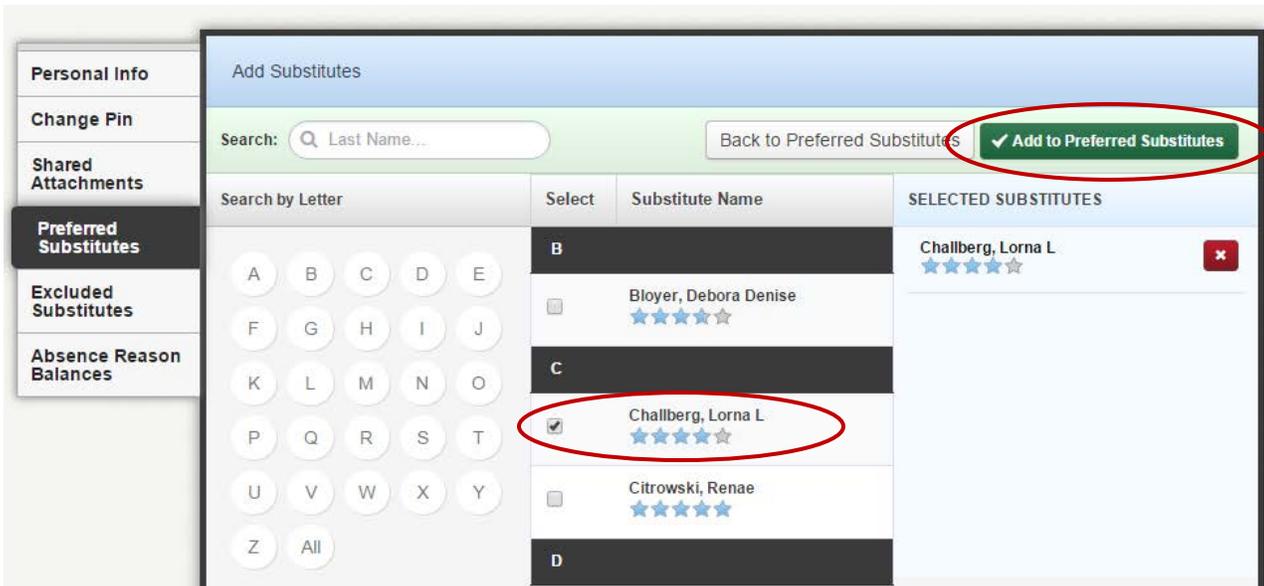

4. You'll notice your preferred subs now show up in list form. If you want to number your subs from 1st favorite to 5th favorite, click on the heart icon next to their names and click on the 6 dots next to the heart to drag each sub into a preference order.
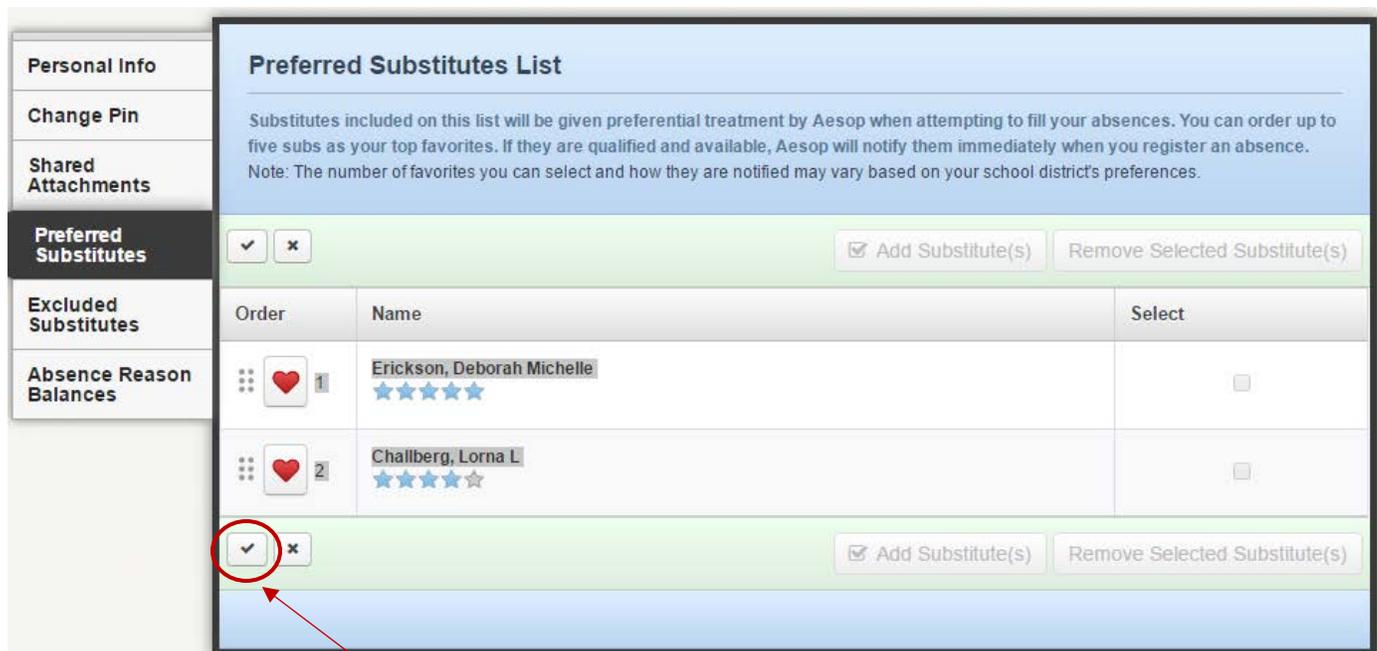

*Be sure to click on the checkmark box to save your changes.

How to Create an Absence in AESOP

1. On your AESOP home page, scroll down past the 3 calendars to the "Create Absence" tab. Now select the day(s) you're putting an absence in for on the little calendar on the left side of the page. When the day is highlighted in blue, that means you're creating an absence for that day.
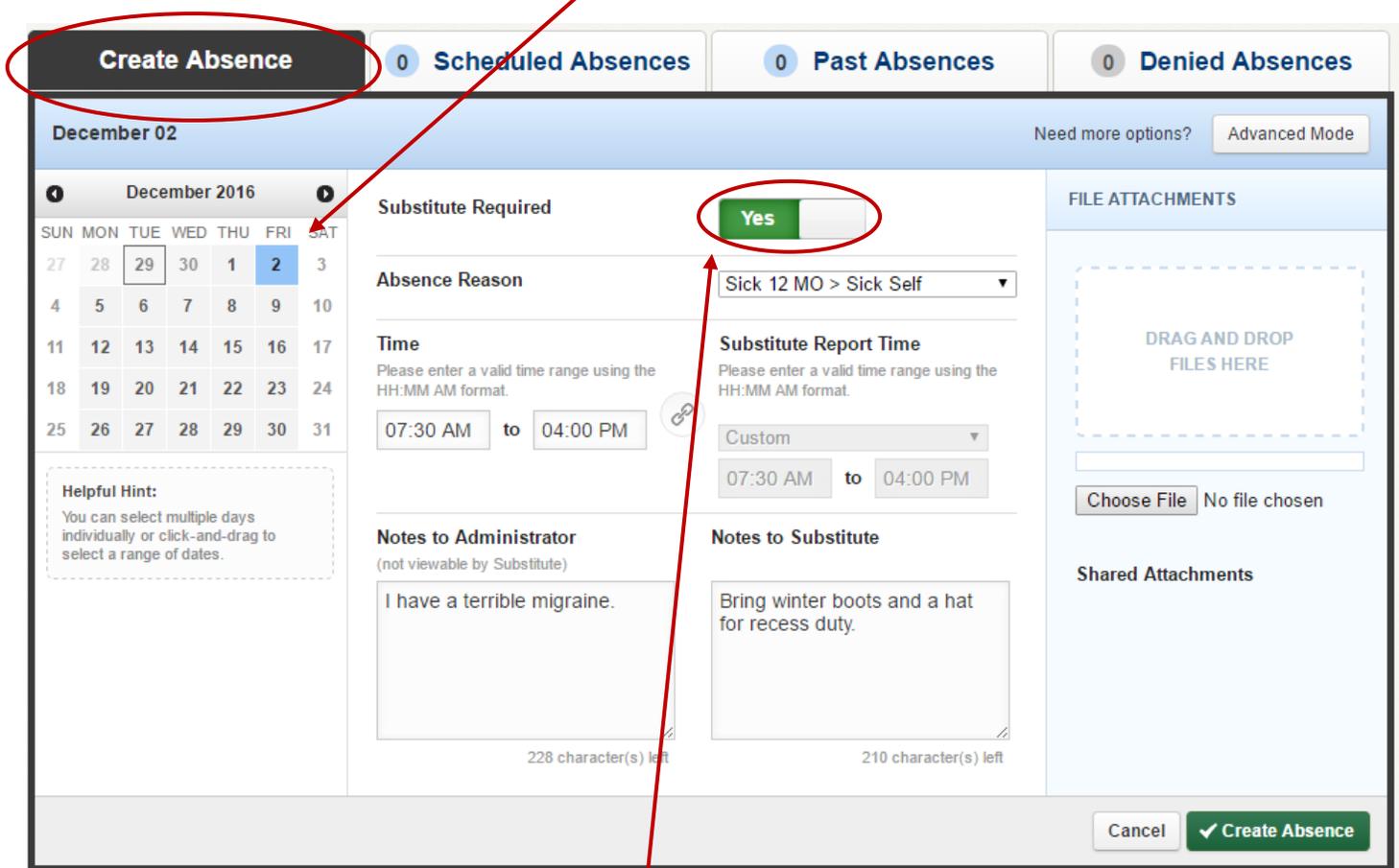
2. If a substitute is required, leave the green "Yes" button as is. If a sub is not required, click on that green button and it will change to a black "no" button.

3. To choose your absence reason, click the drop down menu and choose the one that applies.
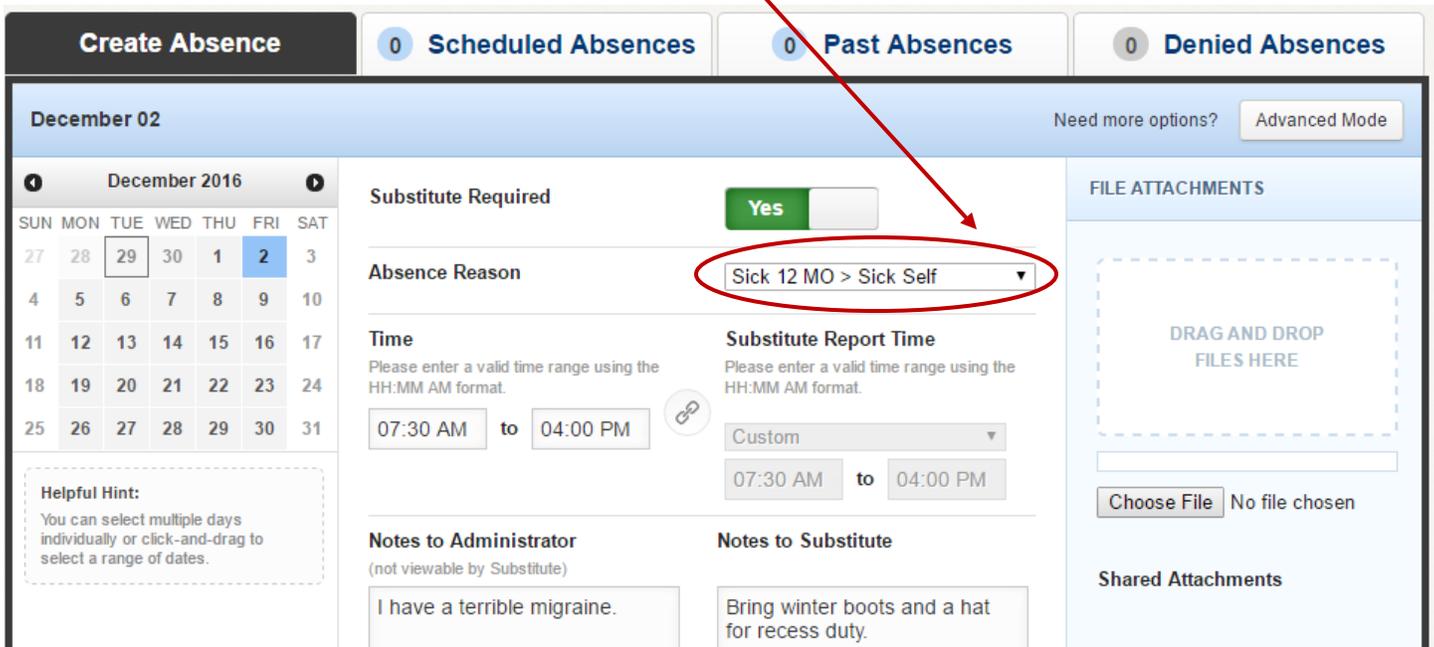
4. Enter the time you'll be absent in the "Time" section. If your substitute needs to be there at different times for some reason, click the little chain icon between the "Time" and "Substitute Report Time" sections. This will make the "Substitute Report Time" section editable.

5. Optional: write notes to your administrator, as well as your substitute, in the "notes" sections. You can also choose to upload a file that your substitute will be able to see after accepting the job. Do this by clicking on the "Choose File" button under "File Attachments."

6. Once you've entered all of your information, simply click the green "Create Absence" button. Then you'll get a pop-up on your screen with a confirmation number. This confirms that your absence request has been submitted properly.