



**Long Beach Unified School District**  
**Human Resource Services**  
1515 Hughes Way, Long Beach, CA 90810  
(562) 997-8495, (562) 997-8612 FAX

October 4, 2010

Dear Certificated Employee,

We have the pleasure of notifying you that the Long Beach Unified School District uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week. You may interact with the system in two ways:

1. Phone - by way of a toll-free automated phone line, **1-800-942-3767**
2. Internet - at <http://www.aesoponline.com>

#### **How do I register with AESOP?**

1. **Simply dial 1-800-942-3767.**
2. Enter your Identification (ID) and PIN numbers. The information is as follows:

- ID number – Your 10 Digit phone number example - 5629978000
- PIN number – Your last 5 digits of your employee number – example 12345

**If you do not have your ID and PIN number, your office supervisor or the LBUSD Substitute Help Desk can assist you.**

ID number (Please notify the LBUSD certificated sub desk at (562) 997-8495 if your identification number listed is not correct. The ID number is your 10 digit phone number currently in Lynx payroll system).

PIN number is the last 5 digits of your employee number, also listed on your payroll check stub.

3. Once you are logged in the system, you will be given prompts for the various menu choices.

***When you access the AESOP system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. Certificated, John Doe, 3rd Grade or Jane Doe, English 10<sup>th</sup> grade) as AESOP will play this recording to substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.***

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

#### **On the Internet**

You may also access AESOP on the Internet with the same ID and PIN number at <http://www.aesoponline.com> - Here you will be able to enter absences, check your absence schedule, update personal information, and exercise other features. In addition, online user guides and videos are available on the left side of your home page. If you have any questions, concerns, or comments; please feel free to contact the **LBUSD Substitute Help Desk at (562) 997-8495**. If you experience technical problems with the AESOP connection please contact AESOP at [support@aesoponline.com](mailto:support@aesoponline.com). If you are having difficulty with the district server, please contact the District Information Services Help Desk at (562) 997-8411.