



**HUMAN RESOURCE SERVICES**  
1515 Hughes Way, Long Beach, CA 90810  
Phone: (562) 997-8495 Fax: (562) 997-8612  
Email: [aesopsub@lbschools.net](mailto:aesopsub@lbschools.net)



Dear Certificated Substitutes,

Please note that the Long Beach Unified School District (LBUSD) uses an automated service that greatly simplifies and streamlines the process of notifying you when your services are needed in the District. This service, called AESOP, utilizes both the telephone and the Internet to assist you in locating subbing assignments within our District. The administrative office has selected the following hours as standard call times when the AESOP service may call for substitutes: 5:30 a.m. to 11:59 a.m. and 5:00 p.m. to 10:00 p.m. The AESOP system will call you within the call times specified or you can set your own personal times for the system to call you.

**Things to note:**

You may interact with the system by:

1. Phone, with an automated voice instruction menu system at **1-800-942-3767**
2. Internet at **<http://www.aesoponline.com>**
3. Login Information
  - a) Login number – your phone number (excluding the parenthesis and dash. Example: 5629978000)
  - b) Pin number – last *four* digits of your employee ID number (this number is located on your pay stub)

AESOP will provide you with the following details of the assignment:

1. School name
2. Date(s) of the assignment
3. Start time & End time
4. Any further special instructions left by the absentee or school

If you are called by the system, you will be prompted to either accept or reject the assignment. If you accept, AESOP will issue a confirmation number that you should note in the event of a follow-up inquiry. **Please remember that you have not accepted the assignment until you receive a confirmation number.** If you reject the assignment, you also have the option to reject all future calls for jobs on the day of the particular assignment.

You may also log on to the system and search for available jobs 24 hours a day, 7 days a week. To search for assignments, click "Search for Jobs" from your Aesop home screen. Please note that online user guides and videos are available on the left side of your Aesop home page.

**Other Important Information:**

If your credential or TB test results expire, you will be made inactive in AESOP as a substitute teacher. *Please note that it is your responsibility to ensure that the district has your current TB test results and credential information on file.* You may renew your credential online at the following website (<http://www.ctc.ca.gov/credentials/renewal.html>). You will receive a confirmation email entitled "Notification of Credential Issuance" from the Committee on Credentialing as soon as you have been issued a credential. Upon receipt, forward a copy of this confirmation email to [hrshelp@lbschools.net](mailto:hrshelp@lbschools.net). TB test results should be faxed to 562-997-8612 or mailed to the LBUSD Sub Desk, 1515 Hughes Way, Long Beach CA 90810.

**Support:**

If you have any questions regarding using Aesop, please contact the LBUSD Certificated SubDesk at: (562) 997-8495 or by email at [aesopsub@lbschools.net](mailto:aesopsub@lbschools.net). If you experience technical problems with the AESOP connection, please contact Aesop at [support@aesoponline.com](mailto:support@aesoponline.com).