Getting Started as a Substitute

How can we help?
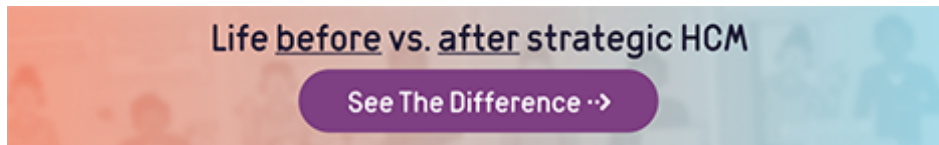
This guide will address basic system functions and help maximize your potential to find the best jobs.

Note

Some system features are permission-based. This means you may see something in an article that appears different for your setup. These system permissions are determined by your *district*, so if you encounter an issue, you will need to contact your district's Administrator.

Reference the "" **icon** in the top right corner of your application for the Admin's contact details.

Basic Training Video

In the basic training video, let's review important topics that include the login process, how to find and accept available jobs, PIN management, and more!

VIDEO

Check out our related video -

Sub Basic Training (2:48)
- as you review this topic.
Ready to learn? After you view the basic video, dig deeper by watching the advanced training video.

Easily Find and Accept Available Jobs

Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at **1-800-942-3767** or log in at **aesoponline.com**. These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district's settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.

For more information about how to find available jobs in the system, check out this article.

Manage your Preferences

Your schedule and call-time preferences determine how the system notifies you about potential jobs. You can enter Non-Work Days, specify which schools are preferred, and adjust call times to fit your schedule.

Non-Work Days

Are you going to be on vacation for a week this summer? Or would you prefer to never be offered Friday jobs? You can enter "Non-Work Days" which tell the system that you do not want to be called for jobs on those pre-defined days.

Learn more about how to add and manage Non-Work Days here.

Preferred Schools

Do you prefer to work at one location over another? The system allows you to choose which schools can (and cannot) send you job offers. Just keep in mind that you increase the odds of finding a job by keeping more locations selected.

Click here to learn more about the Preferred Schools list.

Call Times

One of Absence Management's great features is its ability to automatically call and offer you available jobs. However, certain times may not work for your schedule. For example, at 5 AM you may be sleeping. The system allows you to customize these call times and determine when you should and should not be contacted about available jobs.

Reference this article to manage call time preferences.
Looking for more? Reference this FAQ article to better understand account settings, multi-district views, and other trending questions.