

**EFFECTIVE JANUARY 1, 2016 WE WILL NO LONGER UTILIZE SUBFINDER AND INSTEAD.....**

We have the pleasure of notifying you that the Sweetwater Union HS District is using a new 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 and can be accessed via internet and phone.

**How do I interact with Aesop?**

1. You can interact with Aesop on the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

**Important Notes:**

Your ID and PIN numbers for accessing Aesop are as follows:

- ID Number (phone #)
- PIN Number (#####)

\*Once you login, there is a **HELP** bottom on the main page that provides user friendly information to help you navigate thru Aesop.

\*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

We are confident that you will find the Aesop experience beneficial and enjoyable.

If you have any questions, concerns, or comments; please contact Danya Williams by phone or email as listed below.

Thank you,

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