

## AESOP EMPLOYEE QUICK-START GUIDE

Aesop Internet Feature			
Accessing KASS via the Internet	Recording an Absence on the Internet	Modifying an Absence via the Internet	Changing Your PIN via the Internet
<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>2. Click <b>KASS Login</b> at the top of the screen.</li> <li>3. Enter your ID and PIN.</li> <li>4. Click <b>Sign In</b>. Your home page will display. Your available functions are listed on the left side.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Create an Absence</b> on your home page.</li> <li>2. Enter the absence information.</li> <li>3. Click <b>Next</b> to finalize the absence details.</li> <li>4. Click <b>Save</b> or <b>Save &amp; Assign</b>. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> Save &amp; Assign may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Click <b>Absence History</b> on your home page.</li> <li>2. Click the confirmation number of the future absence you want to modify.</li> <li>3. Click <b>Edit this Absence</b> and edit the information as necessary. (Editable fields are dependent on absence status).</li> <li>4. Click <b>Save</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Change PIN</b> on your home page.</li> <li>2. Enter your existing PIN in the <b>Current PIN</b> field.</li> <li>3. Enter your e-mail address in the <b>E-mail Address</b> field.</li> <li>4. Enter your new PIN in the <b>New PIN</b> field.</li> <li>5. Retype your new PIN in the <b>Retype PIN</b> field.</li> <li>6. Click <b>Apply Changes</b> to save your changes.</li> </ol>
Aesop IVR Feature			
Accessing KASS via the IVR	Recording an Absence on the IVR	Reviewing Upcoming Absences via the IVR	Changing Your PIN via the IVR
<ol style="list-style-type: none"> <li>1. Call 1-800-942-3767.</li> <li>2. Enter your ID and PIN and press #.</li> <li>3. Select one of the following system options:               <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence.</li> <li>• Press <b>2</b> to check entitlement balances.</li> <li>• Press <b>3</b> to review upcoming absences.</li> <li>• Press <b>4</b> to review a specific absence.</li> <li>• Press <b>5</b> to review or change personal information.</li> </ul> </li> </ol> <p><b>Note:</b> Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> <li>1. Press <b>1</b> from the Main Menu and select one of the following options:               <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence for today.</li> <li>• Press <b>2</b> to record an absence for tomorrow.</li> <li>• Press <b>3</b> to record an absence for another day within the next 30 days.</li> <li>• Press <b>4</b> to record an absence for Monday (on Friday or weekend).</li> </ul> </li> <li>2. Enter the number of days for the absence (up to five).</li> <li>3. Enter a start and end time by following the IVR prompts.</li> <li>4. Select the reason for the absence.</li> <li>5. Confirm the absence details.</li> <li>6. Save the absence or Save &amp; Assign a particular substitute by following the IVR prompts. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> Save &amp; Assign may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Press <b>3</b> from the Main Menu and select one of the following options:               <ul style="list-style-type: none"> <li>• Press <b>1</b> for absences scheduled for today.</li> <li>• Press <b>2</b> for absences scheduled for tomorrow.</li> <li>• Press <b>3</b> for absences scheduled for the next 30 days.</li> </ul> </li> <li>2. Select one of the following options:               <ul style="list-style-type: none"> <li>• Press <b>1</b> to hear more about the absence (if multiple days).</li> <li>• Press <b>2</b> to hear the information again.</li> <li>• Press <b>4</b> to listen to the next absence, if applicable.</li> <li>• Press <b>5</b> to return to the Main Menu.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>5</b> from the Main Menu.</li> <li>2. Press <b>2</b> to hear your current PIN.</li> <li>3. Press * to leave your PIN unchanged, or enter a new four or five digit PIN and press #.</li> <li>4. The system will repeat the PIN you entered.               <ul style="list-style-type: none"> <li>• Press <b>1</b> if the PIN is correct.</li> <li>• Press <b>2</b> to re-enter your PIN.</li> </ul> </li> </ol>

*Call 1-866-KELLY-38 if you experience technical difficulties using Aesop, or if you have forgotten your ID or PIN.*

Please call the scheduling team at **1-866-KELLY-98** for assistance using the Aesop system. They are available between the hours of 5AM and 8PM EST Monday-Friday.

You can reach your local KES team at 814-882-8054 or [5118@kellyservices.com](mailto:5118@kellyservices.com).

Thank you!

**This guide is a condensed version of the *KASS Employee Guide* on [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com), intended for quick reference only**