**Aesop 101**

* **How to get to Aesop**
	+ <https://iusd.aesoponline.com/>
	+ <http://iusd.org/>
		- Human Resources>Employee Absence Substitute Management System
	+ <https://intranet.iusd.org/>



ID: firstlastname

Pin: password for an IUSD computer/email

* **Training**
	+ <http://timereporting.iusd.org/>
* **Home Screen**



* + Absences
		- Creating an Absence or Vacancy





* + Reports
	+ Settings
		- Preferred Substitutes



* + Daily Report



* + Reconcile

