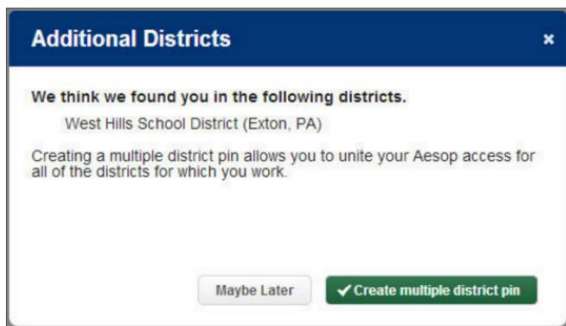


How Substitutes Create a Multiple District PIN

As a default to the new Aesop system each substitute when the account is created needs a unique PIN number for each district as the system will not allow duplicate PIN numbers. The system will recognize that you are in multiple districts and when you login with the information for a district it will ask you if you want to set up a multiple district PIN number. This PIN number will allow you to have one account to view multiple districts.

When you log into Aesop you should see the following message. Click the green box labeled “Create multiple district pin.”



You can type in a new six digit pin number. Enter this new pin number twice and press the green button that says “Create.”

You will be able to use this PIN number along with your ID number to access the system for any of your districts. You will also use this multiple district PIN when you receive a call from Aesop regardless of the district that available job is for.

After you have created your multiple district PIN, Aesop will prompt you to add the district(s) you are associated with to your district list. Click ADD to add the district to your list.

Now you can use your multi-district PIN to sign in at any of the districts on your list!