

Frontline (AESOP) Instructions for Substitutes

1. Each district that you sub for will give you a log-in ID (usually your phone number) and a four-digit pin number.
 - a. This includes the ESC itself. Your login-in ID and four digit pin number for the ESC is used only when you are subbing for our special education classrooms (MD, ED, Autism, Preschool).
2. If you are subbing in multiple districts you will have the option upon logging in to create a multi-district pin number to access all of your districts at once.
 - a. Please keep this pin number as only you will have access to it. Each district can only see the pin number they assign to you, not the multi-district pin. In order to recover a multi-district pin you will have to contact frontline yourself.
3. Upon logging-in you will be able to see any available jobs, the history of jobs you have worked in the past, along with editing you preferences.
4. Under the preferences tab you will be able to edit which classrooms you would like to sub in, your call-time preferences, change your four-digit pin number, and toggle between districts (if using a multi-district account).
 - a. You can choose to turn off the calling feature all together and only choose to accept jobs via the web application
5. You can also access frontline support from this page if you are having difficulties