

Aesop Transportation Phone Guide

1. Dial 1-800-942-3767
2. Enter your ID number followed by the pound key (#) _____
3. Enter your PIN number followed by the pound key (#) _____

To Create An Absence Press 1

1. Select the Start Date

To enter an absence for:

TODAY, Press 1

Tomorrow, Press 2

Another Day, Press 3

Enter the day of the month followed
by the pound key (#)
Monday, Press 4

2. Enter the number of days

3. Enter the time

For a full day, Press 1

For a half-day AM, Press 2

For a half-day PM, Press 3

4. Select Absence Reason

5. Confirm absence information

If correct, press 1

To re-enter, Press 2

To cancel, Press 3

6. Multiple Day Absence

Enter the day of the month followed by the pound (#) key
If the details are the same, Press 1
To change some of the details, Press 2
To change all of the details, Press 3

**When you have successfully created an assignment Aesop will
play back the confirmation number**

To Review or Cancel Your Upcoming Absences for the Next 30 days, Press 3

Aesop will read off all absence details:

To hear it again, Press 2

To cancel this absence, Press 3

To listen to the next absence, Press 4

To return to the main menu, Press 5

To Review or Cancel a Specific Absence, Press 4

Enter the confirmation number followed by the pound key (#)

Aesop will read off the absence details:

To hear it again, Press 1

To cancel this absence, Press 2

To return to previous menu, Press 5

To Review or Change your Personal Information, Press 5

To change the recording of your name and title, Press 1

To change your PIN number, Press 2

To change your phone number, Press 3

To return to the previous menu, Press *