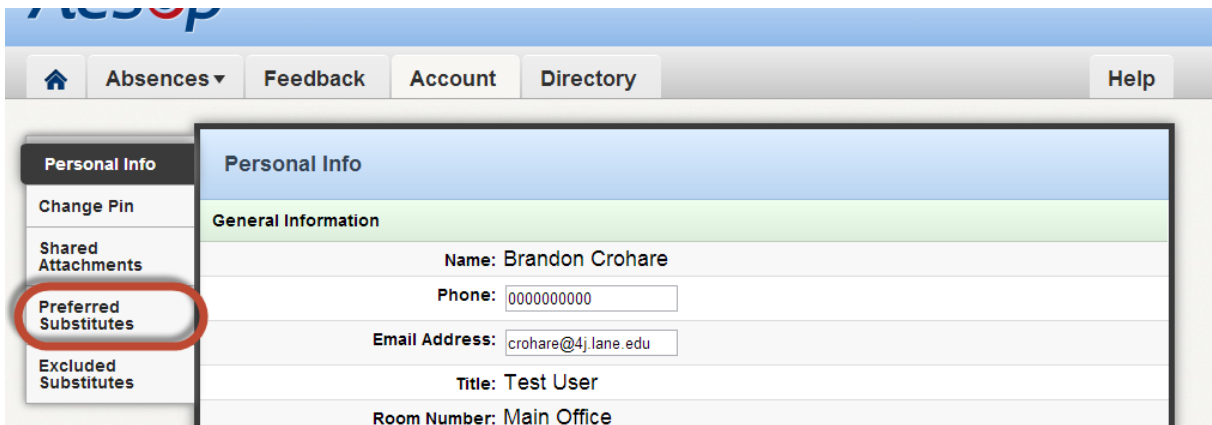


How to Add Substitutes to my Preferred List:

1. Log into AESOP at <http://www.frontlinek12.com/Products/Aesop.html>.
2. Click the "Account" tab at the top of your home screen.



3. Click "Preferred Substitutes" on the left



4. Type the person's name and select their full name from the drop down. Then click the "Add Substitute to List" button.

A screenshot of the 'Preferred Substitutes List' page. The left sidebar shows 'Preferred Substitutes' selected. The main area has a search input field containing 'Crohare, Brandon' and a green 'Add Substitute to List' button. Below this is a table with columns for Order, Substitute, and Actions. Two red callout boxes provide instructions: one points to the search field and the other points to the green button. At the bottom right, there are 'Revert Changes' and 'Save Changes' buttons.

Start typing the last name of the sub you want to add.

Their full name will show up in a drop down if they are available.

If they do not show up then they are not an active substitute and you can not add them to your preferred list.

Once you select their name from the drop down the "Add Substitute to List" button will turn green.

Click this button to add them to your