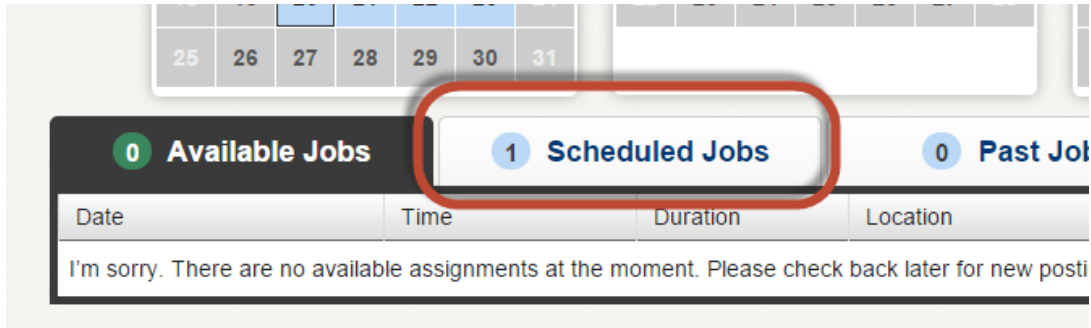
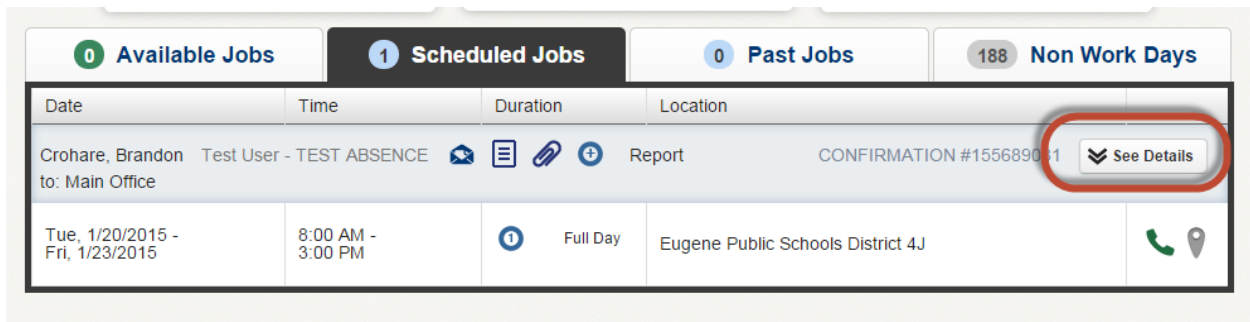


How to remove myself from one day in a multiple day job?

1. Log into AESOP at <http://www.frontline12.com/Products/Aesop.html>
2. Click "Scheduled Jobs"



3. Click "see details" on the multiple day job.



4. Click "cancel job" on the specific day you need to remove yourself from.
 - a. **NOTE:** you will only see the "cancel job" button 24 hours before that days job starts. In the below screen shot the "cancel jobs" button only shows from 8am on 01/20/15 through 7:59am on 01/21/15. If you know you will be out before the 24 hour window contact the school's secretary.

