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

1. Log into AESOP at http://www.frontlinek12.com/Products/Aesop.html
2. Click "Scheduled Jobs"
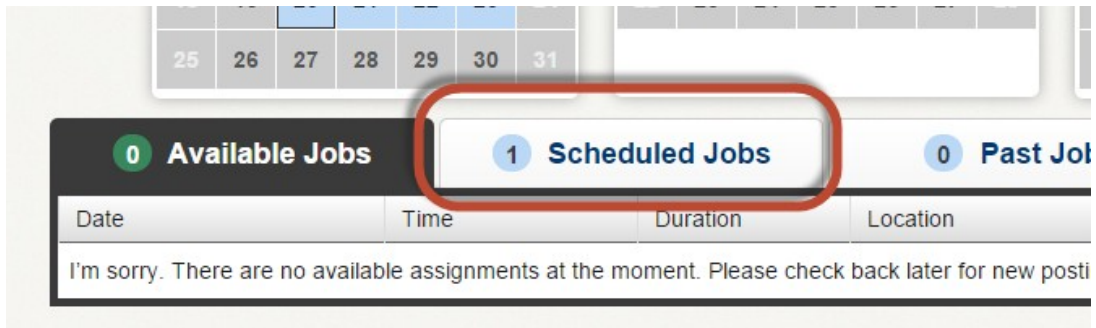
3. Click "see details" on the multiple day job.
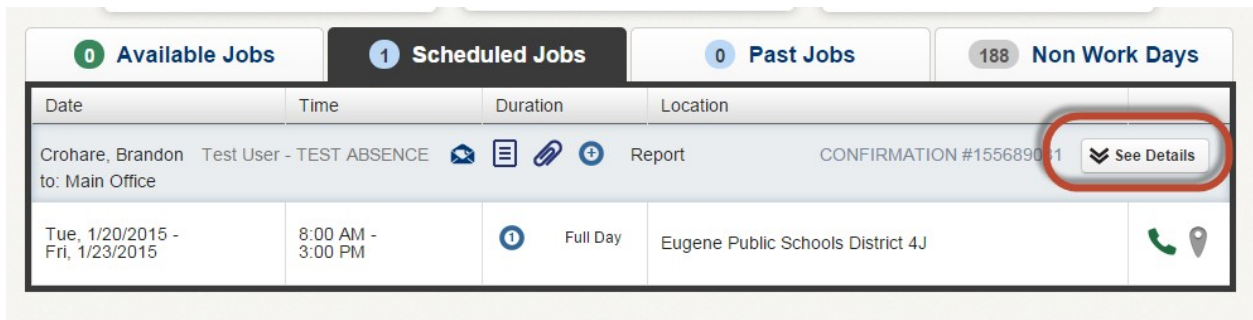
4. Click "cancel job" on the specific day you need to remove yourself from.
   a. **NOTE**: you will **only** see the "cancel job" *button 24 hours before that days job starts*. In the below screen shot the "cancel jobs" button only shows from 8: 00 AM on 01/20/15 through 7:59 AM on 01/21/15. *If you know you will be out before the 24 hour window contact the school's secretary.*

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