

✂ Cut out and save these quick reference cards:

### **Kelly Educational Staffing**

#### **Via the Internet**

- Go to [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com)
- Click **KASS Login** and enter your ID number and PIN in the appropriate fields.\*
- This feature allows you to:
  - Record an absence
  - View your schedule
  - Change your profile/update personal information
  - Obtain assistance

#### **Via the Interactive Voice Response System (IVR)**

- Dial 1-800-942-3767 and log on to the KASS by entering your ID number and PIN.\*
- This feature allows you to:
  - Record an absence
  - Review upcoming absences
  - Review a specific absence
  - Review or change your personal information

\*Your ID number and PIN have been provided to your school administrator.

### **Kelly Educational Staffing**

#### **KASS for Employees**

- Report an absence via [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com) or call 1-800-942-3767.
- For technical difficulties, or if you forgot your PIN, call 1-866-KELLY-38 during regular business hours.

## General Information

### **X: Need Help?**

**Contact your Kelly Educational Staffing office or KAST Center at 1-866-KELLY-98 to:**

- Cancel or modify an absence.
- Ask questions regarding Kelly Educational Staffing or the use of KASS.

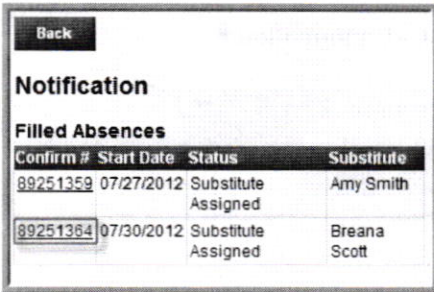
**Call 1-866-KELLY-38 during regular business hours if you experience technical difficulties using the automated scheduling system or if you have forgotten your PIN.**

**We look forward to providing you the convenience of KASS.  
Please share your feedback with your Kelly Educational Staffing office or KAST Center.  
Thank you!**

## U: Notifications

On the Home Page the next option is **Notifications**. On this button you will see how many notifications there are to be confirmed. Select **Notifications** to display the page of notifications.

Notifications will be broken into various categories including: **Filled Absences & Unfilled Absences**.



The screenshot shows a notification page with a 'Back' button at the top left. Below it is the heading 'Notification' and a sub-heading 'Filled Absences'. A table follows with the following data:

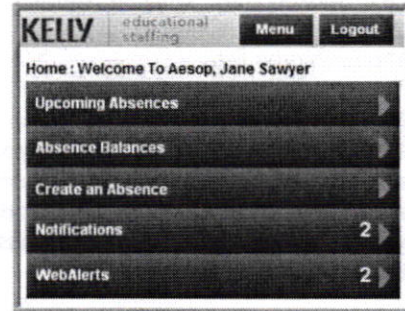
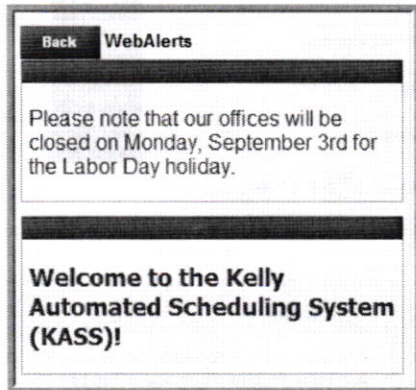
Confirm #	Start Date	Status	Substitute
89251359	07/27/2012	Substitute Assigned	Amy Smith
89251364	07/30/2012	Substitute Assigned	Breana Scott

Selecting the confirmation number link will display the absence details page.

## V: Web Alerts

On the Home Page the last option is **Web Alerts**. On this button you will see how many Web Alerts are posted.

Select **Web Alerts** to display the page of **Web Alerts**.



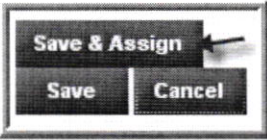
## W: Frequently Asked Questions (FAQ)

- **Is it an app?** No, it is not a mobile app. It is a mobile-optimized website. That means you can access it from your internet browser, and you don't need to download anything from the Apple or Google Play store. Any customer with a mobile-optimized device (smartphone, iPad, tablet, etc.) can get to it.
- **Is the mobile site the same as the full site?** Not completely. The mobile site includes critical features, including creating absences, viewing your schedule, viewing absence reason balances, and viewing notifications.
- **How do I get to it?** You go to [mkelly.aesoponline.com](http://mkelly.aesoponline.com) in the browser on your mobile device. Do not put [www](http://www) before the URL. You do not need to download anything and it doesn't live as an app on your device's home screen.
- **Can substitutes use it?** Currently, Aesop Mobile is only for Administrator Users and Employees. Aesop Mobile for subs is coming in the future.

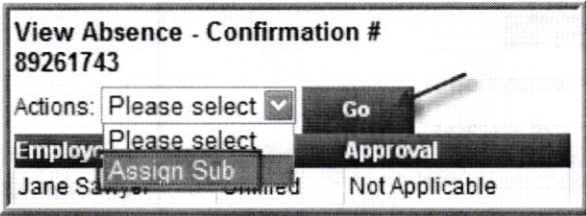
## T: Assigning a Substitute

A prearranged substitute can be assigned at the end of the absence creation process or from the absence details page.

At the end of the absence creation process, select the option to Save & Assign.



OR



From the absence details page, select **Assign Sub** from the Actions Menu – touch **Go** to be taken to the assign page.

On the **Assign Sub** page, you can search for a sub by last name or select the green Assign button next to the name of the substitute you have spoken with. Only substitutes that are available and qualified to fill the absence will appear on the list.

**Note: By saving a substitute on an assignment, you confirm that you have already contacted and confirmed with them that they are available and can work the assignment prior to assigning them in KASS Mobile Web.**

Once the sub has been selected, a pop up confirmation will appear to confirm that you want to assign the selected substitute. Select **Assign** to confirm or select **Cancel** if it is the wrong substitute or you have changed your mind.

After assigning the sub you will receive a notification on your device that the assignment was saved successfully. Select **Ok**.

