

FRONTLINE (FORMERLY AESOP) SUBSTITUTE QUICK-START GUIDE

Internet Feature			
Accessing the System via the Internet	Viewing and Accepting Assignments	Entering Time Using Kelly Web Time	Entering Time Using Kelly Web Time (continued)
<ol style="list-style-type: none"> 1. Go to http://mykelly.com/MyKelly_Global/Home/. 2. Select your Country (United States) & Division (Kelly Educational Staffing). 3. Click Go to MyKelly. 4. Click Frontline Login (located under Employee Logins). 5. Enter your ID and PIN (see bottom of page) 6. Click Sign In. Your home page will display. 	<ol style="list-style-type: none"> 1. To locate assignments, click Available Jobs at the top of the page or view Available Jobs below the interactive calendar. 2. To accept the assignment, click Accept. You will be scheduled for the assignment and given a confirmation number. 3. To return to your homepage without accepting any assignments, click the Home icon. 	<ol style="list-style-type: none"> 1. From the home page, click Web Time. 2. Verify that you are entering time for the correct weekend and teacher. 3. In the Actual Start, Actual End, and Break Times fields, enter your actual start and end times, and times in and out for break in HH:MM format. 4. If no lunch was taken, leave the Break Times blank. 	<ol style="list-style-type: none"> 5. Verify your entered times and click Save. 6. In the Time Sheet Comments field, enter any notes to the approver once the time sheet has been saved.
IVR Feature			
Accessing the System via the IVR System	Receiving Calls from the IVR System	Accepting Assignments on the IVR System	Changing Your PIN via the IVR
<ol style="list-style-type: none"> 1. Call 1-800-942-3767. 2. Enter your ID and PIN and press #. 3. Select one of the following system options: <ul style="list-style-type: none"> • Press 1 to hear a list of available assignments. • Press 2 to review upcoming accepted assignments. • Press 3 to review a specific accepted assignment. • Press 4 to review or change your personal information. • Press 9 to enter time sheet information. <p>Note: Press * to go back one menu level at any point.</p>	<p>The system will introduce itself and offer the following options:</p> <ul style="list-style-type: none"> • Press 1 if you are interested in an assignment. • Press 2 to prevent further calls today. • Press 3 if you are unavailable today. • Press 9 to prevent the system from calling in the future. 	<ol style="list-style-type: none"> 1. Press 1 from the main menu. You will hear the district and school for the assignment. 2. Enter your PIN and press #. 3. The system will present details of the assignment and the following options: <ul style="list-style-type: none"> • Press 1 to accept the assignment. • Press 2 to hear the assignment again. • Press 3 to reject the assignment and allow additional calls today. • Press 4 to reject the assignment and prevent additional calls today. 4. Press 1 to accept the assignment. You will be scheduled for the assignment and given a confirmation number. 	<ol style="list-style-type: none"> 1. Press 4 from the Main Menu. 2. Press 2 to hear your current PIN. 3. Enter a new four digit PIN and press # (Press * to leave your PIN unchanged). 4. The system will repeat the PIN you entered. <ul style="list-style-type: none"> • Press 1 if the PIN is correct. • Press 2 to re-enter your PIN. 5. After confirming your new PIN: <ul style="list-style-type: none"> • Press 1 to save your new PIN. • Press 2 to erase and re-record your PIN. • Press 3 to return to the change personal information menu without saving.

Your username and PIN are the same in the Frontline system for online and IVR.

Your username is your primary phone number on file (no spaces, no dashes)

Your PIN is the last four digits of your social security number. You may change this in your Preferences once you have logged into Frontline for the first time.

The IVR automatically generates a recording of your name. If the IVR records your name incorrectly, re-record it following these steps:

1. Call the IVR at 1-800-942-3767.
2. Enter your ID and PIN and press #.
3. Press **4** from the Main Menu to change your personal information.
4. Press **1** to record your name.
5. Press **1** to save the recording.

Call 1-866-KELLY-38 if you experience technical difficulties using the System, or if you have forgotten your ID or PIN.