

Employee Kiosk



Aesop/Kiosk
Integration
Adding New
Staff

Adding New Staff

When new staff have been hired in the district following the steps below will make sure those staff are entered correctly into USPS and then registered in Kiosk and transferred to Aesop correctly.

1. Enter the new staff person in USPS making sure they have an active job, email address, phone number, building IRN and supervisor ID.

After the information above has been entered into USPS, the employee will need to be registered in Kiosk.

2. On the Kiosk login page click on register next to the First Time using the Kiosk.

Welcome to the MCOECN Employee Kiosk.

Email Address

Password

First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

The Employee Kiosk has been tested and is compatible with the following browsers. For the best experience please use one of the following:

- Internet Explorer Versions 7+ [Click here to download/upgrade](#)
- Mozilla Firefox Versions 3+ [Click here to download/upgrade](#)
- Safari Versions 4+ [Click here to download/upgrade](#)

Server Time: 08/18/2017 09:01:06 AM

3. Select the County
4. Select the School District
5. Enter the employee ID or SSN
6. Enter the email address that was used in USPS.

The employee will receive a notification with a temporary password to use to login to Kiosk

To register for the Employee Kiosk, please supply the following:

- 1) The county in which your district resides.
- 2) Your district's name.
- 3) Your Employee Id or SSN.
- 4) Your email address provided to you by your district.

County

District -- Select District --

Employee Id

OR

SSN (no dashes)

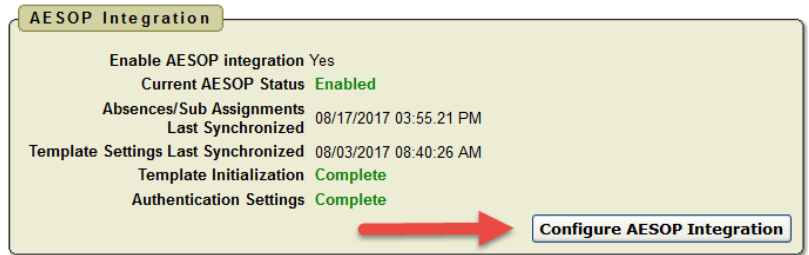
Email

After the employee has been registered in Kiosk they need to be selected to Sync with Aesop.

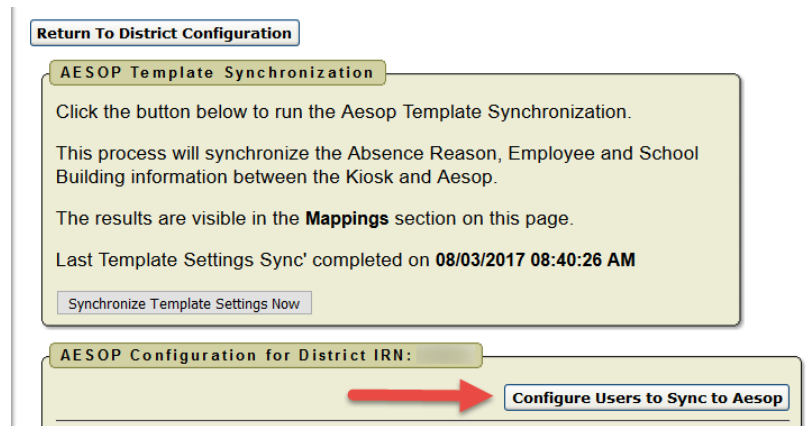
7. Click on District Administrator
8. Click on Configure District Options



9. Under the Aesop Integration section in the district configuration click on Configure Aesop Integration



10. Under the Aesop Configuration for District section click on the Configure Users to Sync to Aesop.



11. Check the box next to employee's name that needs to be synced with Aesop.

12. Once all employees have been selected that need to sync click on Set Selected Users to Sync.

Select User(s) to Sync to AESOP

Go Actions Return to Aesop Configuration Set Selected Users to Sync

Select All to Sync	Last Name	First Name	Employee ID	Username	Phone	Job	Job Title	Building IRN	Appointment Type
<input type="checkbox"/>	Addington	Heather				1	DAY CARE WORKER	009118	Classified
<input type="checkbox"/>	Atwell	Donna				1	CHILD CARE WORKER	049452	Classified
<input type="checkbox"/>	Baer	Timothy				1 3 7 10 11 22	SUBSTITUTE BUS DRIVER BUSFIELD SUB BUS AIDE BUS CLEAN SUBSTITUTE CUSTODIAN BUS EXT/NO SHOW	049452 049452 049452 049452 049452 049452	Classified Classified Classified Classified Classified Classified
<input type="checkbox"/>	Bias	Anita				1	DAY CARE WORKER	009118	Classified
<input type="checkbox"/>	Bourcier	Daniel				1 2	SUBSTITUTE TEACHER TUTOR	049452 049452	Certificated Certificated
<input type="checkbox"/>	Brown	Phyllis				1	SUBSTITUTE TEACHER	049452	Certificated

DeSync Employees from Aesop

Click on the Red X under the Select Users to Desync from Aesop for those staff that will not be requiring substitute replacement through Aesop.

Select User to Desync from AESOP

Last Name First Name Employee ID Filter Users Rows 400

Select Employee	Last Name	First Name	Employee ID	Username	Phone	Job	Job Title	Building IRN	Appointment Type
<input checked="" type="checkbox"/>		Deanna			4194688864	1	TEACHER - KINDERGARTEN	008201	Certificated
<input checked="" type="checkbox"/>		Kathryn			4192951793	1	SECRETARY - INTERMEDIATE	031369	Classified
<input checked="" type="checkbox"/>		Jennifer			3302045014	1	DIRECTOR OF INSTRUCTION, TEACHING & LEARNING	044024	Certificated
<input checked="" type="checkbox"/>		Rebecca			4199461771	1	TEACHER - INTERVENTION SPECIALIST	008201	Certificated
<input checked="" type="checkbox"/>		Karen			4193624012	1	COOK MS	012781	Classified