

# Substitute Info

**Phone #**

**1-800-535-5913**

**Kelly Substitute Log on screen**

**<http://kelly.aesonline.com/login.asp>**

**Your PIN # is XXXX**

**&**

**Your ID# is your home phone # with your  
area code 302XXXXXXXX**

**To record your name and title – only needs to be done  
ONCE unless your name, title, or class assignment has  
changed.**

- 1. Call 1-800-535-5913**
- 2. Enter your ID# and press #. Enter your PIN# and press #.**
- 3. Press 5 from the Main Menu.**
- 4. Press 1 to record your name and title.**
- 5. Press 1 to save the recording.**

**AND**

**<http://www.dataservice.org/>**

**District user name and password  
Absence Request**