Online Guide to Aesop for Per Diems

LOGIN ON THE WEB

❶　To login to Aesop, visit http://newark.aesoponline.com The Aesop website can be accessed anywhere there is an internet connection, including from a mobile phone.

❷　Enter your **ID** and **PIN** here on the Welcome screen. This is the same username and password you use to login to your computer and for all other NPS applications.
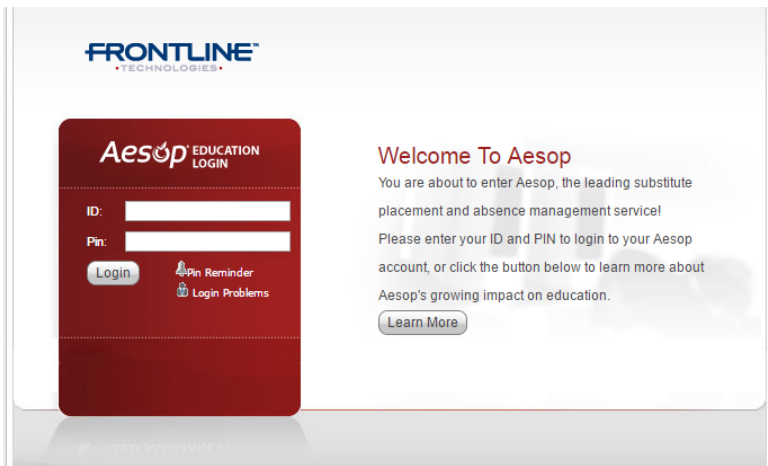
> **If you do not know your NPS username and password, you will need to call the Information Services Division (ISD) at (973) 733-8700 to obtain your username and/or have your password reset.**

❸　You can find available jobs right on the homepage. Jobs available for you to accept appear in green on the calendar and in list form under the **Available Jobs** tab.
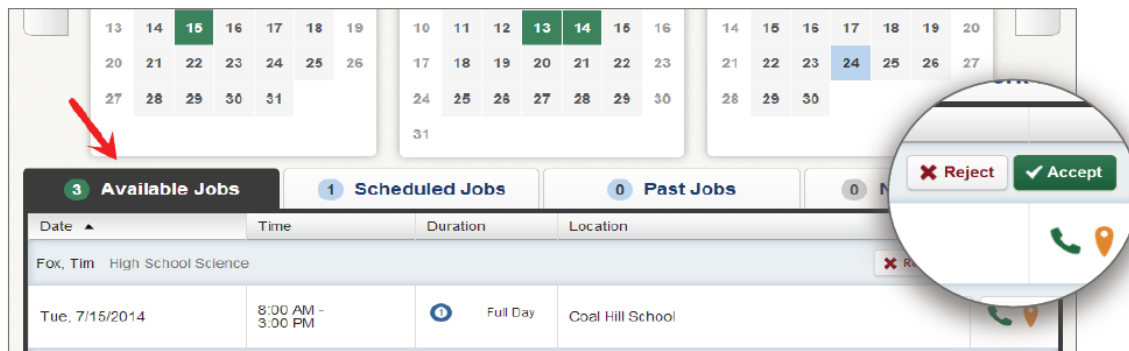
❹　To accept a job, click the **Accept** button next to the absence. If you do not want to accept the job, click the **Reject** button instead.