



Absence Management

A screenshot of the 'Sign In' page. It features a title 'Sign In' at the top. Below it are two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is positioned below the second field. At the bottom, there are two links: 'I forgot my ID or username' and 'I forgot my PIN or password'. A link 'Having trouble signing in?' is located at the very bottom.

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

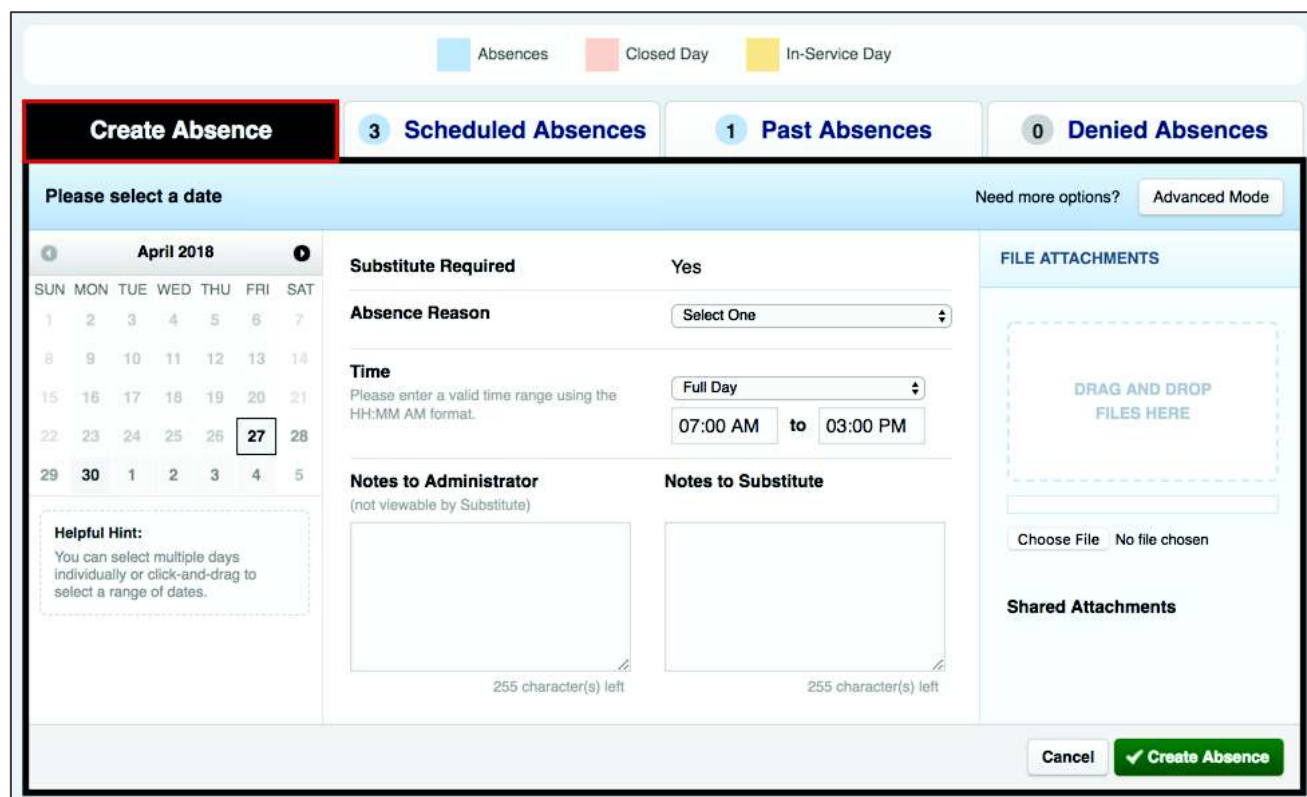
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

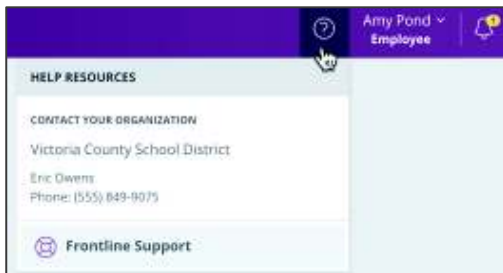
Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

A screenshot of the 'Create Absence' form. The form has a header with tabs: 'Create Absence' (highlighted), '3 Scheduled Absences', '1 Past Absences', and '0 Denied Absences'. Below the tabs, there's a section 'Please select a date' with a calendar for April 2018. The date 27 is selected. To the right of the calendar, there's a 'Substitute Required' dropdown set to 'Yes'. Below that is an 'Absence Reason' dropdown set to 'Select One'. Under 'Time', there's a 'Full Day' dropdown and a time range selector set to '07:00 AM to 03:00 PM'. There are two text areas for 'Notes to Administrator' and 'Notes to Substitute', each with a '255 character(s) left' indicator. On the right side, there's a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' box and a 'Choose File' button. Below that is a 'Shared Attachments' section. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information Name: Amy Pond Phone: 6105553747 Email Address: Apond@education.com Title: Room Number: Main Office Language: English Your language preference can be changed in your Account Settings .
Shared Attachments	
Preferred Substitutes	
Excluded Substitutes	
Absence Reason Balances	
Address	



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

