

## Absence Management

	A link to register for the AESOP/Frontline system
l .	has been sent to your personal email.
Sign In	Registration MUST take place to create your user name and password.
PIN or Password	SIGNING IN TO THE WEBSITE
Sign In	To log in to the absence management application, type <u>aesoponline.com</u> in your web browser's address bar.
I forgot my ID or username I forgot my PIN or password	The Sign In page will appear. Enter your ID/username and PIN/password and click <b>Sign In</b> .
Having trouble signing in?	RECOVERING CREDENTIALS: Ifyoucannotrecallyourcredentials, use the recovery options or click the " <b>Having trouble signing in?</b> " 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, not est othe administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

Create Absence 3 Sche					nce		3 Scheduled Absences	1 Past A	bsences	0 Denie	d Absences	
Ple	ase	sele	ct a d	ate						Need more options?	Advanced Mode	
0		April 2018 O		0	Substitute Required	Yes		FILE ATTACHMENTS				
UN	MON	TUE	WED	THU	FRI	SAT						
ξ.,	2	3	4	5	6	7	Absence Reason	Select One	\$			
8	9	10	11	12	13	14	Time			DRAG AND DROP		
	16	17	18	19	20	21	Please enter a valid time range using the	Full Day	\$			
22	23	24	25	26	27	28	HH:MM AM format.	07:00 AM to (	03:00 PM	FILES HERE		
29	30	1	2	3	4	5	Notes to Administrator	Notes to Substitute				
He	ipful I	Hint:								Choose File No	file chosen	
ind	u can lividua	select illy or	click-ar	le days nd-drag	s g to							
Se	Iect a I	range	of date	IS.						Shared Attachn	nents	
							255 character(s) left	255	i character(s) left			

## 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		
Shared	Name: Amy Pond		
Attachments	Phone: 6105553747		
Preferred Substitutes	Email Address: Apond@education.com		
Excluded	Title:		
Substitutes	Room Number: Main Office		
Absence Reason	Language: English Your language preference can be changed in your Account Settings.		
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 of 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 **I-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) Press I
- 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.

