

Dear Hazelwood School District staff members,

We are excited that Kelly Educational Staffing has been chosen to provide substitute teachers, teacher aides and building aides for Hazelwood School District as of 8/6/2018. As part of this program, we will be implementing a **new** Frontline system, formerly known as Aesop, our Absence Management System, which allows you to log absences via the Internet or phone—24 hours a day, seven days a week.

Teachers, Building Aides and Teacher Aides will access the **new** Frontline System. All other employees will continue to access the current Frontline System.

Follow the steps outlined below to access the new Frontline training at a time that is convenient for you (run time is approximately 18 minutes).

Note: This training will not work using a dial-up connection.

1. Click on the link below to access the training video. (**Important:** Please do not share this link with anyone outside of your school or KES.)

<https://youtu.be/E3yPkGL7JAA>

1. Go back to review all or part of this training at any time.

Resources

Attached to this email is a **Frontline quick-start guide** available to you for the most basic functions of using the Frontline system and provides the contact information of both the scheduling team and the local branch. Also included is a **KES Contact Sheet** along with an **KES Quick Reference Guide**.

Important Notes:

Your login ID and pin number to access Frontline will be provided to you by your district. Once you receive this information, you will want to log into the system at www.kellyeducationalstaffing.com select the **"Employee Logins"** link at the top and putting in your login information.

For your reference—and as discussed further in the training—access the Frontline User Guide at http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass_guides.html.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

If you have any issues accessing this training link, please contact your local Kelly office at 314-317-5420 or 363P@kellyservices.com.

Thank you,

The Kelly Educational Staffing Implementation Team