

ABSENCE MANAGEMENT (AESOP) SYSTEM - EMPLOYEES

Employee Quick Start Guide for Absence Management (Aesop)

Logging in on the Web

To log into Absence Management (Aesop) Click here: [Frontline \(AESOP\)](#)

frontline
education.

Absence Management
Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[Having trouble signing in?](#)

[I forgot my ID or username](#) | [I forgot my PIN or password](#)

Enter your ID number (10 digit phone number) and PIN. Then, click **Sign In**.

Can't remember your login info?

If you're having trouble logging in, click the **Having trouble signing in?** link next to the "Sign In" button for more information.

If you forgot your ID or Username click on **I forgot my ID or username**.

If you forgot your PIN or password click on **I forgot my PIN or password**.

Creating an Absence

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

The screenshot shows the 'Create Absence' form. At the top, there are three tabs: 'Create Absence' (highlighted in red), '1 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. Below the tabs, there is a calendar for October 2015 with the 16th selected. To the right of the calendar, there are fields for 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), and 'Time' (set to 'Full Day' with a time range of 08:00 AM to 03:00 PM). On the far right, there is a 'FILE ATTACHMENTS' section with a dashed box labeled 'DRAG AND DROP FILES HERE'. At the top right of the form, there is a link for 'Need more options? Advanced Mode'.

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



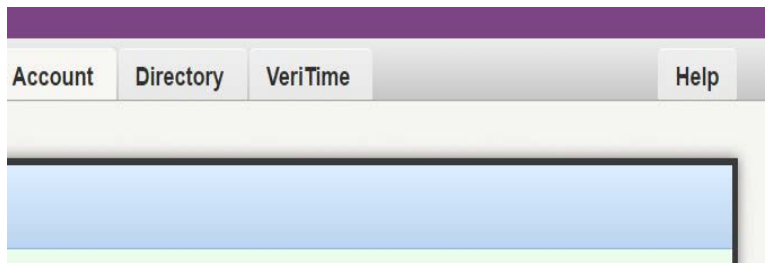
When you've completed entering the absence details, click the **Create Absence** button.

Managing your PIN and Personal Information

Under the "Account" tab, you can manage your personal information, change your Phone number, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.

The screenshot shows the 'Personal Info' page. At the top, there are navigation tabs: 'Absences', 'Feedback', 'Account', and 'Directory'. The 'Personal Info' section is highlighted. Below it, there is a 'General Information' section with the following details: Name: Tim Fox, Phone: 5554881283, Email Address: tfox@email.org, Title: High School Science, Room Number: Main Office, and Language: English (with a dropdown arrow).

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 the **Help** tab to go to the Learning Center, where you can search Absence Management (Aesop) knowledge base of help and training materials.

Using Absence Management (Aesop) on the Phone

Not only is Absence Management (Aesop) on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Absence Management (Aesop), dial **1-800-942-3767**. 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 1**
 - To enter an absence for today - **Press 1**
 - To enter an absence for tomorrow - **Press 2**
 - To enter an absence for another day - **Press 3**
 - To return to the main menu - **Press ***
- Check your absence reason (entitlement) balances - **Press 2**
 - To hear this information again - **Press 1**
 - To return to the main menu - **Press 2**
- Review upcoming absences - **Press 3**
 - To hear the information again - **Press 2**

- To hear absences for the next 30 days - **Press 3**
- To listen to the next absence - **Press 4**
- To return to the main menu - **Press 5**
- Review a specific absence - **Press 4**
 - Enter the confirmation number followed by the # sign.
 - To hear the information again - **Press 1**
 - To cancel a job - **Press 2**
- Review or change your personal information - **Press 5**
 - To change the name recording - **Press 1**
 - To change the PIN number - **Press 2**
 - To change the phone number - **Press 3**
 - To return to the main menu - **Press ***

If you create an absence over the phone, be sure to make note of the confirmation number that absence management assigns the new absence for reference.