



Absence Management

Sign In

ID or Username

PIN or Password

Sign In

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

[Having trouble signing in?](#)

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**.

Absences Closed Day In-Service Day

Create Absence 3 Scheduled Absences 1 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Substitute Required Yes

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
07:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute) 255 character(s) left

Notes to Substitute 255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

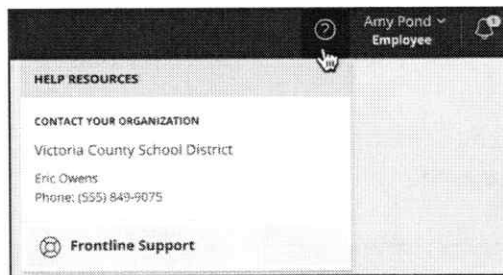
Shared Attachments

Cancel **Create Absence**

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





Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools.

REQUIREMENTS

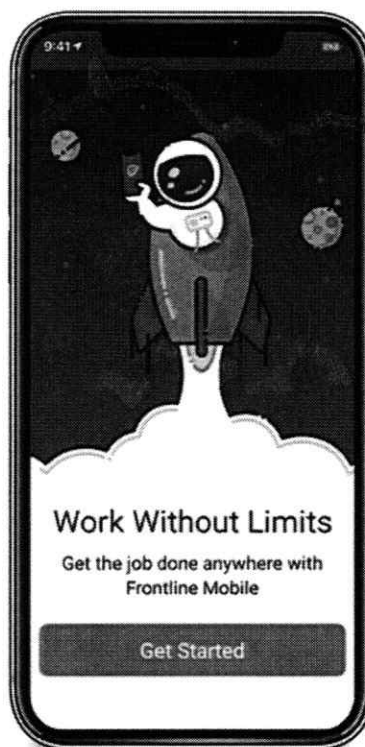
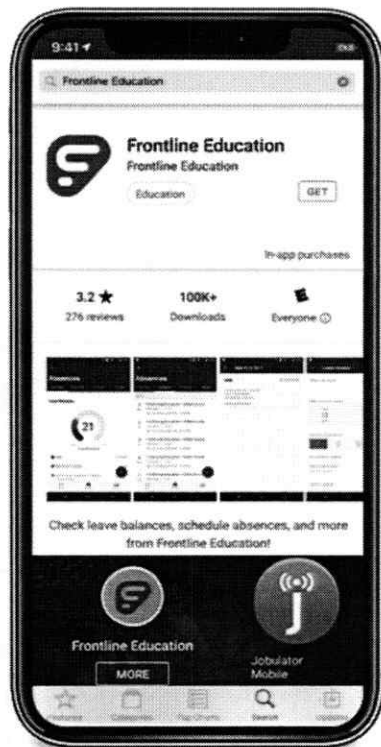
You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insight's Platform.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

*Please note that once signed in, you may be prompted to select an organization.



HOMEPAGE

The homepage displays information applicable to your permission setup. Potential in-app features include current absence or leave balance details (if enabled), clock-in/out functionality, timesheet details, and the option to schedule an absence.

MENU/SIDE NAVIGATION

The “Menu” option opens a side navigation bar where you can access current tools and settings.

- **People:** View your contact list and reference email and/or personal phone options.
- **Absences:** View available Paid Time Off (if leave balances are enabled) and any approved absences. The page also includes upcoming, past, or denied absences and the option to schedule an absence.
- **Time Clock:** Clock in and out.
- **Timesheets:** View, edit, and submit your timesheets on the go.
- **Calendar:** View upcoming scheduled absences and any Professional Development events you have registered for through Professional Learning Management. (Note, you can also use the mobile app to electronically check in prior to attending the event.)
- **Inbox:** Review any received messages.
- **Settings:** Review your current district details or to log out of the app.

