

Absence Management

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. Be sure to click on the SSO link below the login! SSO is the single sign on option that permits you to use your MISD gmail account ID to log into the system.

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**.

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: <input type="text" value="610553747"/> |
| Excluded Substitutes | Email Address: <input type="text" value="Apond@education.com"/> |
| Absence Reason Balances | Title: |
| | Room Number: Main Office |
| | Language: English Your language preference can be changed in your Account Settings . |
| | Address |

ACCESSING ABSENCE MANAGEMENT WITH MOBILE PHONE

You can also manage the same information using the Frontline app. You must download that for your smartphone. **When you first log in, the mobile app will require a code: 7354.**

ACCESSING ABSENCE MANAGEMENT ON A LANDLINE PHONE

In addition to mobile phone and web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone. It is important that you update your profile with your phone number if you wish to use this feature.

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 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.

