

Getting Started for Employees

absence-help.frontlineeducation.com/hc/en-us/articles/115004635508-Getting-Started-for-Employees

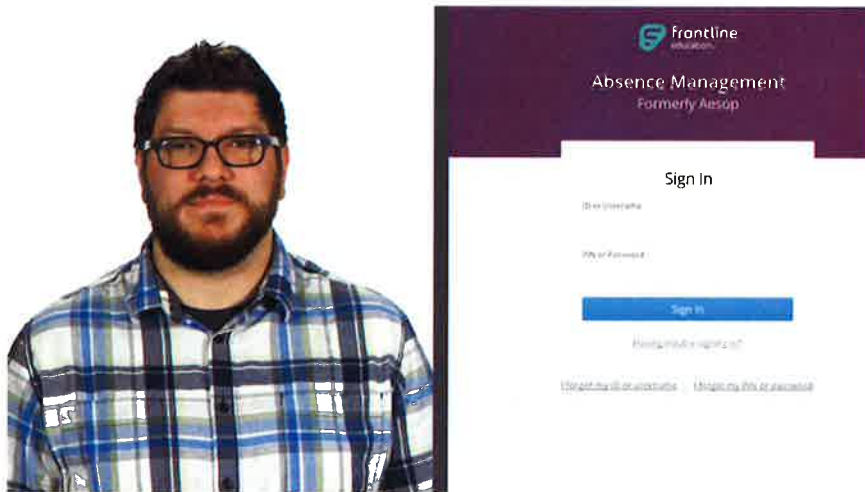
This guide will highlight key system features and help you effectively utilize your Frontline Absence Management system.

Note

Some functions are permission-based. If you see something in an article that you are not able to do or does not look exactly the same as what you see on your screen, your district may not have given you permission to access this function.

Basic Training Video

In the basic training video, let's cover topics that include how to log in, create an absence, change your PIN, and more!



Once you complete the basic training video, dig deeper by viewing the advanced training video.

Creating an Absence

You can easily enter an absence via the "Create an Absence" tab on the home page or via the "Absence" option in the side navigation.



Personal Info

Phone Credentials

Shared Attachments

Preferred Substitutes

Absence Reason Balances

Preferred Substitutes List

Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.

Order	Name	Select
	Barker, Bob ★★★★★	<input type="radio"/>
	Pond, Melody ★★★★★	<input type="radio"/>

Reference this article to learn more about your Preferred Substitutes list.

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