

# School Employee - Creating an Absence

To access your Absence Management account, visit [AesopOnline.com](http://AesopOnline.com) and sign in using the User ID and PIN provided to you. Follow the steps below to enter your absence.

1. Click the **Absences** tab at the top of your homepage and click **Create Absence** from the drop-down menu.
2. On the calendar, select the day of the absence. If entering a multi-day absence, click the start date and drag to the end date to ensure the same substitute fills the duration of the assignment. Selected days will be highlighted in blue.
3. Select your absence reason and the time frame of the assignment.
4. Choose whether or not your position requires a substitute.
5. Enter any notes to your school administrator or to the substitute in the boxes under **Notes & Attachments**.
6. Upload any pertinent files for the substitute.
7. A list of your absence date(s), your selected absence reason, and the start/end times of the assignment will appear in the right sidebar.
8. After verifying that all information is accurate, click **Create Absence** and you will receive a confirmation number.

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Absence' and 'Account', and a 'Help' link. The main heading is 'Create Absence' with a sub-heading 'Wed, Feb 13 - Fri, Feb 15'. Below this, there are buttons for 'Create Absence' and 'Cancel'. A calendar for February 2013 is shown, with the 13th, 14th, and 15th highlighted in blue. To the right of the calendar, there are dropdown menus for 'Absence Reason' (set to 'Solo Family Ill') and 'Time' (set to 'Full Day'). Below these, there are checkboxes for 'Substitute Required' (set to 'Yes') and a section for 'Notes & Attachments' with two text areas: 'Notes to Administrator' and 'Notes to Substitute'. Below the notes, there is a 'File Attachments' section with 'Uploaded Files' and 'Related Files' columns. At the bottom, there are buttons for 'Create Absence' and 'Cancel'. Numbered callouts 1 through 8 point to various elements: 1 points to the 'Absence' tab, 2 points to the calendar, 3 points to the 'Absence Reason' dropdown, 4 points to the 'Substitute Required' checkbox, 5 points to the 'Notes to Administrator' text area, 6 points to the 'Browse...' button in the file attachments section, 7 points to the 'ABSENCE SUMMARY' sidebar on the right, and 8 points to the 'Create Absence' button at the bottom.

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- Calendar:** A calendar for February 2013 is shown. A hand cursor is pointing to the 15th, which is highlighted in blue. This is indicated by callout 2.
- Absence Reason:** A dropdown menu is set to 'Sick/Family Ill', indicated by callout 3.
- Time:** A dropdown menu is set to 'Full Day', indicated by callout 3.
- Substitute Required:** A dropdown menu is set to 'Yes', indicated by callout 4.
- Notes & Attachments:** This section contains two text areas: 'Notes to Administrator' and 'Notes to Substitute', indicated by callout 5.
- File Attachments:** This section includes 'Uploaded Files' and 'Related Files' areas. A 'Browse...' button is visible, indicated by callout 6.
- Summary:** A sidebar on the right shows the 'ABSENCE SUMMARY' with details: 'Wednesday, Feb 13, 2013', 'Thursday - Feb 14, 2013', 'Friday, Feb 15, 2013', and '8:30 AM - 4:00 PM Sick/Family Ill'. This is indicated by callout 7.
- Buttons:** At the bottom, there are 'Create Absence' and 'Cancel' buttons, indicated by callout 8.