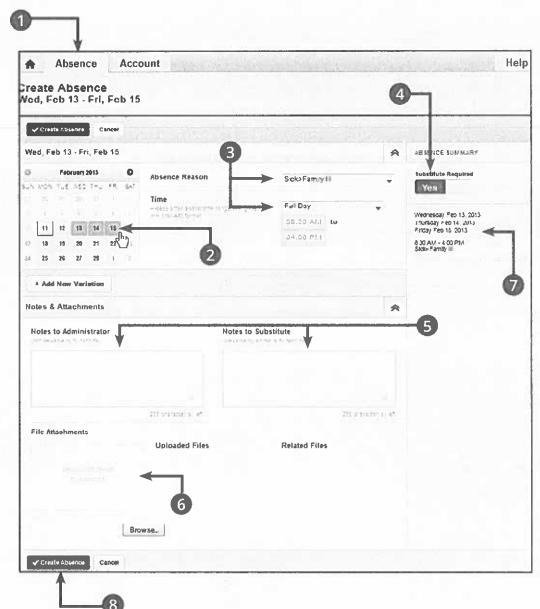
School Employee - Creating an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to enter your absence.

- Click the Absences tab at the top of your homepage and click Create Absence from the drop-down menu.
- 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.
- Select your absence reason and the time frame of the assignment.
- 4. Choose whether or not your position requires a substitute.
- 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.
- 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.
- After verifying that all information is accurate, click Create Absence and you will receive a confirmation number.





School Employee - Creating an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to enter your absence.

- Click the Absences tab at the top of your homepage and click Create Absence from the drop-down menu.
- 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.
- Select your absence reason and the time frame of the assignment.
- Choose whether or not your position requires a substitute.
- Enter any notes to your school administrator or to the substitute in the boxes under Notes & Attachments.
- Upload any pertinent files for the substitute.
- 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.
- After verifying that all information is accurate, click
 Create Absence and you will receive a confirmation number.

