# Employee Quick Start Guide for Aesop

#### Logging in on the Web

To log in to Aesop, type **<u>www.frontlinek12.com/aesop</u>** in your web browser's address bar (on mobile devices, type **<u>m.aesoponline.com</u>**).

-	5554981283	PIN • LOGIN Forgot your login?						
nt & Abs	ence Management	GET A DEMO »	OUR OTHER PRODUCTS					
stomers cess Stories	Contact Us	Search site	Search					

Enter your ID number and PIN, then click **Login**.

Can't remember your login info?

If you're having trouble logging in, click the **Forgot your login?** link next to the "Login" button for more information.

## **Creating an Absence**

31 Closed Day Absences In-Service Day Create Absence 5 Scheduled Absences 5 Past Absences 0 Denied Absences Please select a date Advanced Mode Need more options? FILE ATTACHMENTS July 2014 0 Substitute Required Yes SUN MON TUE WED THU FRI SAT 30 1 2 3 4 Absence Reason Select One ۲ DRAG AND DROP 7 8 9 10 11 12

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.



When you've complete entering the absence details, click the **Create Absence** button.

## **Managing your PIN and Personal Information**

Absence	s V Feedback Account Directory							
Personal Info	Personal Info							
Change Pin	General Information							
Shared Attachments	Name: Tim Fox							
Preferred	Phone: 5554981283							
Substitutes	Email Address: tfoxx@email.org							
Excluded Substitutes	Title: High School Science							
Absence Reason	Room Number: Main Office							
Balances	Language English 🔻							

Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more in the "Account" tab.

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#### **Getting Help and Training**

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August 2014							September 2014								
SUN	MON	TUE	WED	THU	FRI	SAT		SUN	MON	TUE	WED	THU	FRI	SAT	
					1	2			1	2	3	4	5	6	

If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center where you can search Aesop's knowledge base of help and training materials.

#### Using Aesop on the Phone

Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) Press 1
- Check your absence reason (entitlement) balances Press 2
- 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, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.