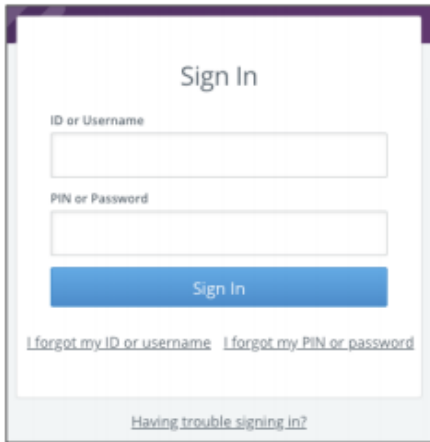## Absence Management

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. Enter your ID/username and PIN/password and click **Sign In**.
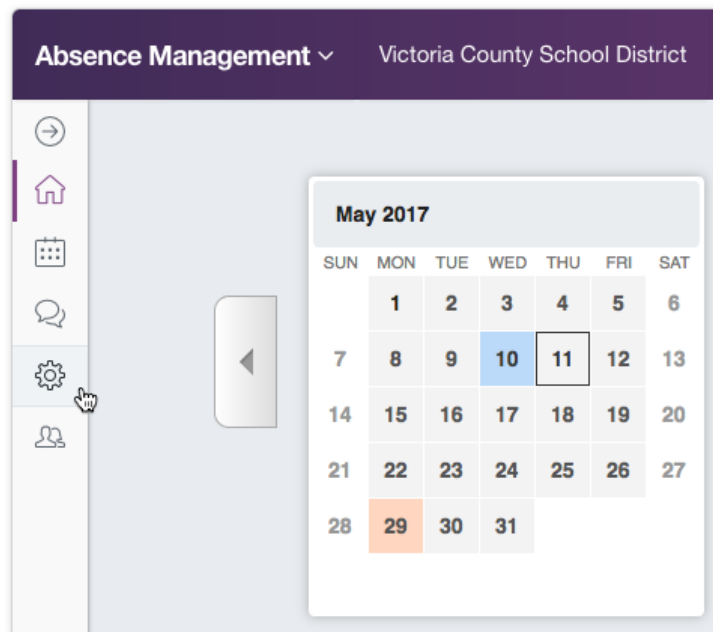
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for more details.

MANAGING YOUR ABSENCE REASON BALANCES

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments, manage your preferred substitutes, and manage your absence reason balances.
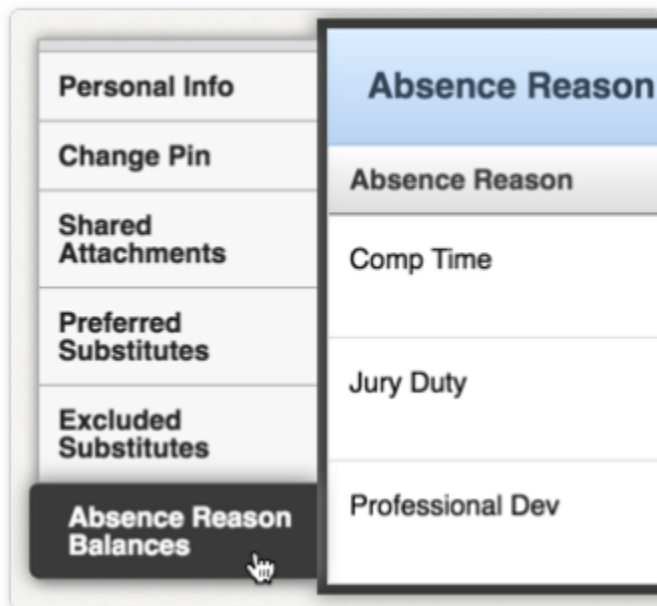
To access this information, click on the **Account** option in the side navigation.

Instructions for Managing your Absence Balances through Frontline

Now click the **Absence Reason Balances** tab to the left of the page.

Personal Info	Absence Reason
Change Pin	Absence Reason
Shared Attachments	Comp Time
Preferred Substitutes	
Excluded Substitutes	Jury Duty
Absence Reason Balances	Professional Dev

Absence Reason Balances				Last Calculated: Thursday, January 15, 2015
Absence Reason	Initial	Used	Pending	Balance
Personal Day	3.00 Days as of Friday, July 1, 2011	None	None	3.00 Days

Here's a quick key to help you understand the columns on the Absence Reasons Balances page:

- **Initial** - This is the initial number of days or hours given to you for this absence reason.
- **Used** - The number of days or hours you have used so far.
- **Pending** - The number of days or hours that you have scheduled for upcoming absences.
- **Balance** - This is your current absence reason balance.You can also see your "Days/Hours after Pending" balance which calculates in your pending time.