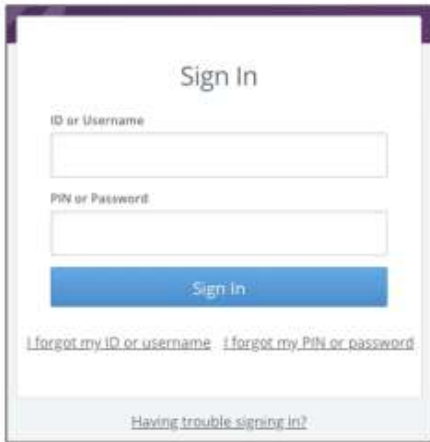


## Absence Management



The screenshot shows a 'Sign In' form with two input fields: 'ID or Username' and 'PIN or Password'. Below the fields is a blue 'Sign In' button. At the bottom, there are two links: 'I forgot my ID or username' and 'I forgot my PIN or password'. A link 'Having trouble signing in?' is located at the very bottom of the form.

### SIGNING IN

Type [aesoponline.com](http://aesoponline.com) in your web browser's address bar or go to [app.frontlineeducation.com](http://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**.

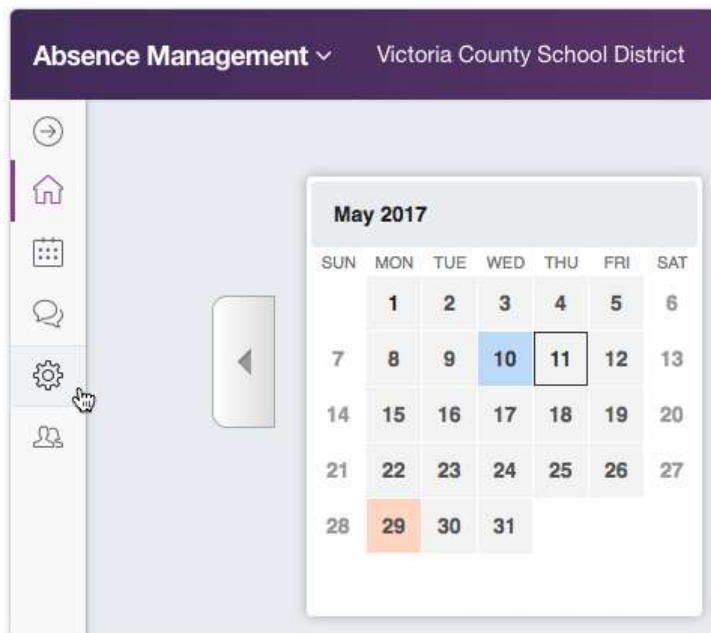
### RECOVERING CREDENTIALS

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.



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.