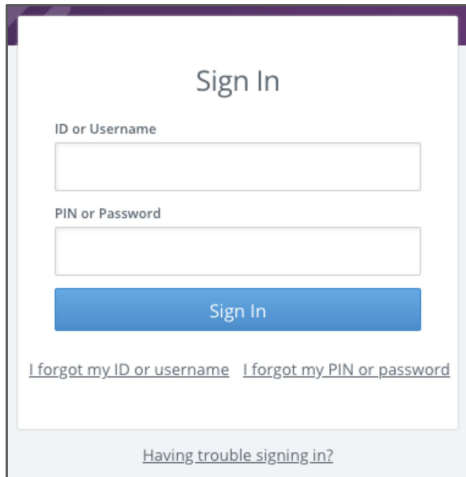




# Teacher Instructions

## Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

### SIGNING IN

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

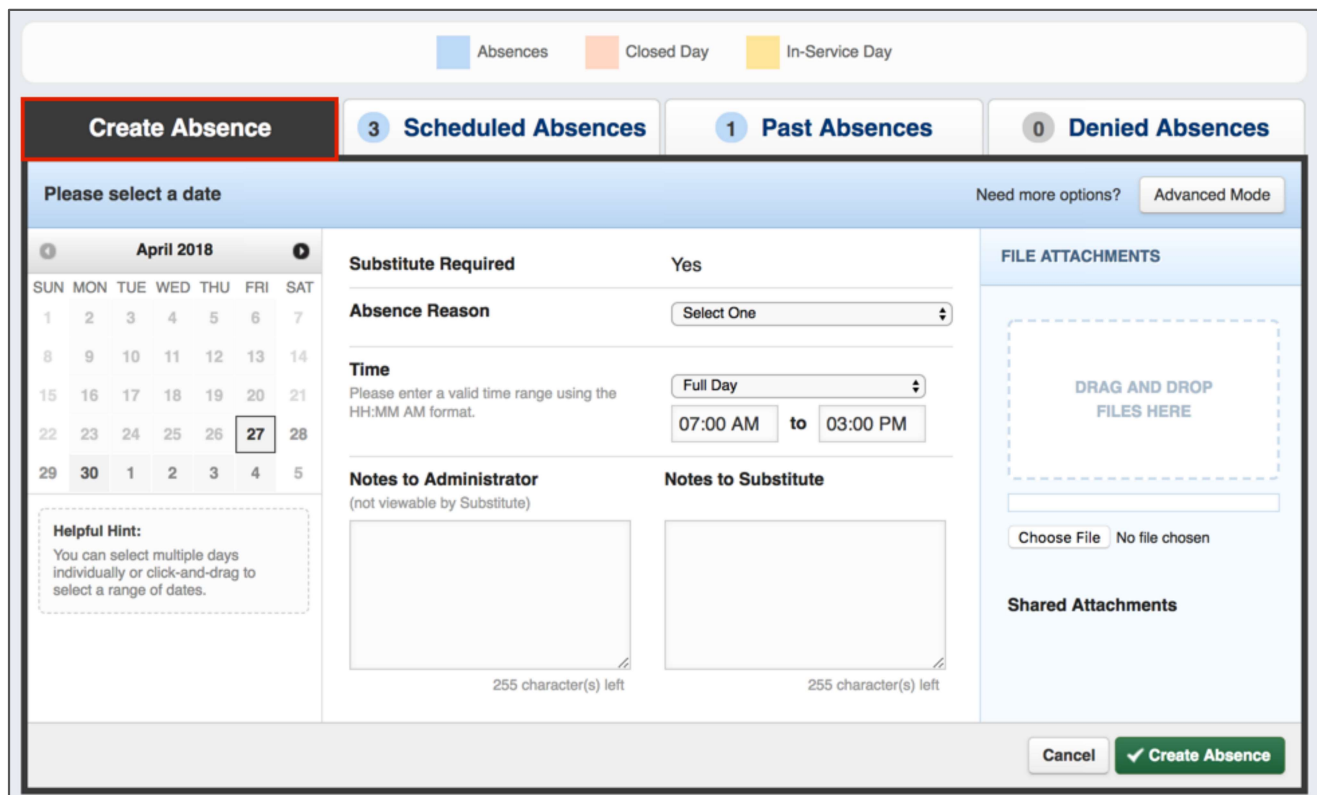
If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

### CREATING AN ABSENCE

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

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

- Make sure to include FULL DAY or HALF DAY AM or PM



Absences Closed Day In-Service Day

**Create Absence** 3 Scheduled Absences 1 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Helpful Hint: You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required Yes

Absence Reason Select One

Time Please enter a valid time range using the HH:MM AM format. Full Day 07:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute) 255 character(s) left

Notes to Substitute 255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

For assistance with website issues in creating an absence, contact the Kelly Education Talent Team:  
call: (800) 991-5157, option #1 or  
email: [EDNEfulfillmentsupport@kellyservices.com](mailto:EDNEfulfillmentsupport@kellyservices.com)