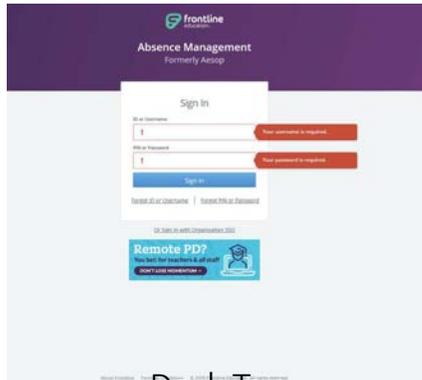
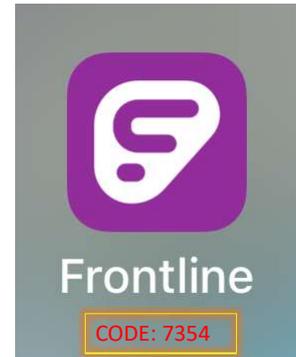


## Frontline Absence Management System



Desk Top  
[aesoponline.com](http://aesoponline.com)



Phone App

## Frontline Absence Management System

### 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**.

# Frontline Absence Management System

## MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the "Account" option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: 8105553747
Excluded Substitutes	Email Address: Apond@education.com
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your <a href="#">Account Settings</a> .
	Address

# Frontline Absence Management System

## CHANGING MY PIN

### STEP 1:

First, click on your name at the top right corner of the page.

### STEP 2:

In the drop-down menu that appears, click **Pin**.

### STEP 3:

Now, type in your old PIN, then type your new PIN, and then type it again to confirm.

**Change your Pin**

Old Pin:

New Pin:

Confirm New Pin:

**You must meet the following requirements:**

- 6-8 Numeric Digits
- Cannot be the same as current pin
- Numbers cannot be in sequence
- Pin number cannot be used more than three times

Once you've entered your old PIN and the new PIN twice, click **Save Changes** to complete the process.

Aesop will confirm that "Your PIN was changed successfully", and that's it!

# Frontline Absence Management System

NEED HELP?

Search

**HELP RESOURCES**

**CONTACT YOUR ORGANIZATION**

Liberty Union High School District

Denise Rugani  
Phone: (925) 634-2166  
[Ruganid@Luhsd.Net](mailto:Ruganid@Luhsd.Net)

**Frontline Support**



Welcome, MICHELLE! How can we help?

Find answers (creating an absence, report writer, employees, etc.)

Are your recruiting bases covered? Check out these unstaffed recruiting strategies

Home

- Basics & Tips
- District Settings
- User Management
- Absences & Vacancies
- Substitute Placement
- Reports, Imports, & Letters
- Content Platform
- Campus User Help
- Employee Help
- Substitute Help
- Resource Library

GETTING STARTED

TRAINING OPTIONS

RECORDED WEBINARS

**FEATURED RESOURCES**

- Troubleshoot Platform Login Issues
- COVID-19 Best Practices
- Training Options
- QuickStart Guide Index
- Searching for an Employee
- Initial Training Resources for Admins
- Inactivating Substitutes
- Reactivating Substitutes
- Importing Changes to Substitute Requirements
- Contacting Support