



## Instructions for Aesop Usage

Log in ID#: \_\_\_\_\_

PIN#: \_\_\_\_\_

To receive your ID or PIN#, notify Steph Forsberg at 815-899-8102 or [sforsber@syc427.org](mailto:sforsber@syc427.org)

You may create your voice recording by calling 800-942-3767

Enter your Log in ID and PIN at [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop) (in the black bar, top right of screen).

### To Create an Absence Online:

Click on “Creating an Absence” tab.

- **1<sup>st</sup> Screen** - Select the appropriate items from the drop down menus; Start Date, End Date, Absence Reason, Sub Requested (yes/no), Absence type. Your school/individual start and end times will be listed.
- Click NEXT to view **2<sup>nd</sup> Screen**
- *Notes to Substitutes* section: place any instructions here from employee to sub.
- *Notes to Administrator* section: these are notes viewable by the Principal/Administrator ONLY from the employee. This section **MUST** be filled out if you are creating a Professional Day. You **MUST** let the Administrators know what professional development you are seeking as this absence needs approval. There should be a **10 day notice on ALL Professional Days** to be sure you allow enough time to get the approval before a sub is obtained. Please allow 24 hour notice for a **Personal Day**. **Personal Days** also require approval, but a sub will be obtained while waiting for the approval.
- Verify your information.
- SAVE – Aesop will find a sub
- **3<sup>rd</sup> screen** – your confirmation # is supplied.
- You may also upload any assignments, lesson plans on this screen. Click Upload New and browse to find your saved file. Aesop will accept a Word document or PDF file. Double click your saved file and click UPLOAD.
- This will complete your absence.
- You will be notified by email when a substitute has obtained the position.

**Main screen** -In User Guides section, please view Basic and Advanced Training videos. These will answer many questions that will arise and will help to make you feel comfortable using Aesop before you NEED to use it. There are also several reference documents to help you.

From **Main Screen** you can also:

View your schedule

Check your approval status

Change PIN

Change your Personal Info (PIN and phone number)

Absence History

Create a list of Preferred Substitutes

**\*\*You can create an absence by using your phone as well.**

(See Phone System Instructions for Employees Located in Each Building)