



# Teacher Instructions

## Absence Management

### 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.

### 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

For assistance with website issues in creating an absence, contact:  
Kelly Absence & Scheduling Team  
(866) KEL-LY98 | [kesscheduling@kellyservices.com](mailto:kesscheduling@kellyservices.com)

Questions on Leave Balances, contact:  
Tammy Lutz | FWSU  
[tlutz@fwsu.org](mailto:tlutz@fwsu.org) | (802) 370-3133 x114