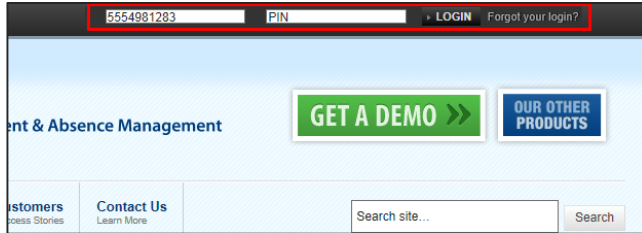


# Employee Quick Start Guide for Aesop<sup>®</sup>

## Logging in on the Web

To log in to Aesop, navigate to [www.frontline12.com/aesop](http://www.frontline12.com/aesop) in your web browser (or at [m.aesoponline.com](http://m.aesoponline.com) on your mobile device).



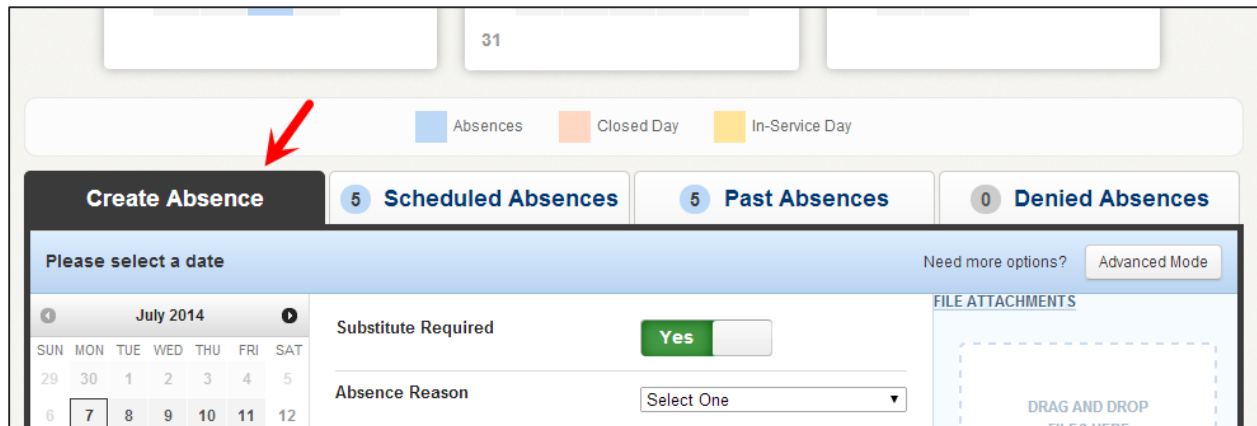
Enter your ID number and PIN, then click **Login**.

### Can't remember your login info?

If you're having trouble logging in, click the "Forgot your login?" link next to the **Login** button for more information.

## Creating an Absence

You can enter a new absence right from your Aesop home page under the "Create Absence" tab.

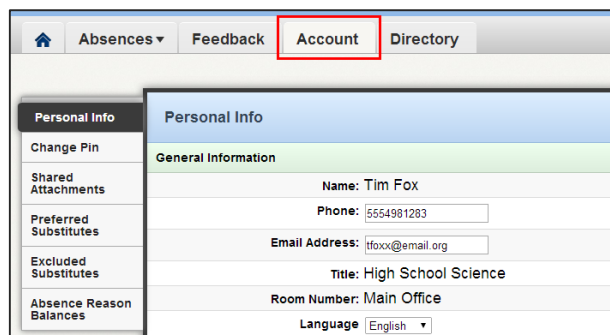


Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



When you've complete entering the absence details, click the **Create Absence** button.

## Managing your PIN and Personal Information

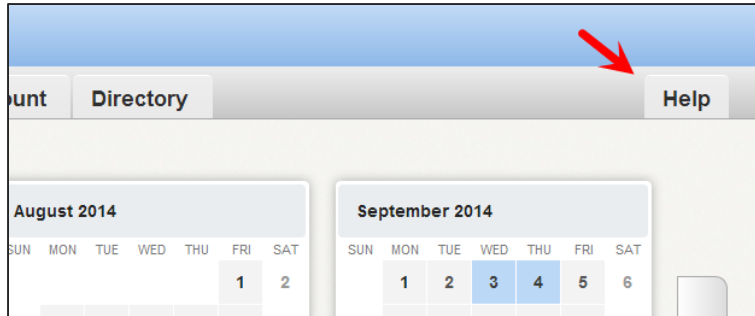


Manage your personal information, change your PIN number, and upload shared attachments (Lesson plans, classroom rules, etc.), view absence reason balances, and more in the "Account" tab.

Also, manage which Substitutes you would prefer to fill in for you,

# Employee Quick Start Guide for Aesop®

## Getting Help and Training



If you have questions, want to learn more about a certain feature, or need want more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, a searchable knowledge base of Aesop help and training materials.

## Using Aesop on the Phone

Not only is Aesop available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

**Note:** If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.

Please contact Beverly Boutte at 916-566-1600, extn 50374 if you have any questions.