

Absence Management System (formerly AESOP) Substitute Web Guide

Table of Contents

Absence Management Login Troubleshooting Information.....	3
Getting Started	4
Home Page	6
Preferences	23
District Call Times.....	25

Absence Management Website Login Troubleshooting Information

1. Manually type in your log-in credentials without having them pre-populated by your web browser. Your Username and Password were setup by you through the Frontline ID invitation email. If you did not receive this email, please contact the Substitute Office (ppssub@pps.net). If you cannot remember your Username or Password, click on “Forgot Username” or “Forgot Password” and a recovery email will be sent to the email address you listed when initially setting up your Username and Password.*
2. Clear your web browser’s cache, close your browser, and try again.
3. Avoid using a bookmarked or saved link. Open your web browser and type <https://app.frontlineeducation.com> directly into the address bar.
4. Ensure that you are using an up-to-date web browser. If using an iPad, ensure that your iPad software is up-to-date.
5. If you are using a handheld device (ex: mobile phone or tablet), make sure the web browser has cookies enabled.
6. Double check that the local computer time on your clock is configured correctly (including the time zone).
7. Avoid using Safari. Chrome is recommended.
8. If you are receiving a LDAP error, you are using the wrong web address to login. All users should manually type in <https://app.frontlineeducation.com> into the address bar.

*Please note that your username and password for the Absence Management website are different than your Login ID and Pin number for the Absence Management phone system. To utilize the Absence Management phone system, call 1-800-942-3767 and enter your Login ID (10 digit phone number) and four digit Pin number (the year you started subbing for PPS) via your telephone keypad.

Getting Started

Proactively fill your schedule

Absence Management offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit the most from automated substitute placement, Absence Management offers you both phone and web services for finding and accepting jobs. Substitutes can call in to Absence Management toll-free at 1-800-942-3767 or log in online at <https://app.frontlineeducation.com>.

Manage your preferences

With Absence Management, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, view work history, and receive phone and e-mail notifications of available jobs.

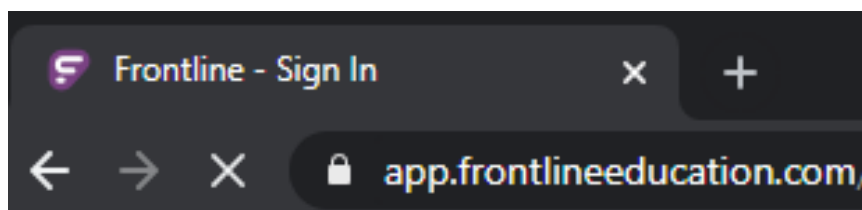
Find out about available jobs

Absence Management notifies substitutes of available jobs they qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance as well. Depending on the District's settings, substitutes can discover available jobs days, weeks, or even months in advance.

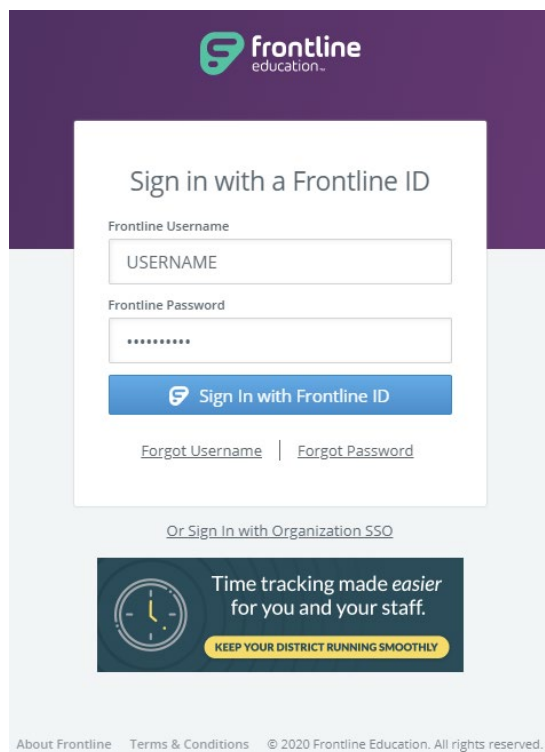
Absence Management can alert substitutes to new jobs through both phone and e-mail services. Substitutes can then choose to accept or reject the assignment.

Log on to Absence Management

The first step to log on to Absence Management is to visit the Absence Management website. Put <https://app.frontlineeducation.com/> into your internet browser address bar and hit the **Enter** button on your keyboard.



This will take you to the Absence Management website. Use the **Username** and **Password** you created through the Frontline Invitation email. Once you have entered this info into the boxes click the **Sign In with Frontline ID** button.



The image shows a login page for Frontline Education. At the top, there is a purple header with the Frontline Education logo. Below the header, the main content area is white. The title "Sign in with a Frontline ID" is centered. Underneath, there are two input fields: "Frontline Username" with the placeholder text "USERNAME" and "Frontline Password" with a masked password "*****". A blue button with a white icon and the text "Sign In with Frontline ID" is positioned below the password field. Below the button, there are two links: "Forgot Username" and "Forgot Password". Below these links, there is a link that says "Or Sign In with Organization SSO". At the bottom of the main content area, there is a dark blue banner with a clock icon, the text "Time tracking made easier for you and your staff.", and a yellow button that says "KEEP YOUR DISTRICT RUNNING SMOOTHLY". At the very bottom of the page, there is a footer with the text "About Frontline | Terms & Conditions | © 2020 Frontline Education. All rights reserved."

If you are new to Absence Management you will receive an email from no-reply@frontlineed.com to your PPS email address inviting you to create a Frontline ID. If you work at another school district that utilizes Absence Management, follow the link in the email to login with your Frontline ID so that your accounts can be linked. After you have created your Username and Password, you will use those login credentials every time you sign in to the Absence Management website.

Home Page


Once you have logged into Absence Management, you will be taken to your home page. You may first get a couple pop-ups of your important notifications. There are two types of notifications you can receive.

Notifications

Web Alerts - These are alerts that have been created by your district for substitutes to see. They can contain important general information that may be useful to you, including parking information, school delays/closures, summer sub list information, high volume absence days, and more. Once you have read the alerts you can click the **Dismiss** button to move on. These web alerts can be revisited at any time from your website.

The screenshot shows a dark blue header for 'Important Notifications' with a close icon. Below are four notification items, each with a 'Low' priority tag, the sender 'Portland Public Schools', and a post date. The first notification is about 'Scheduled Maintenance' on Saturday, April 11, with a note that the message will remain posted until April 12, 2020. The second notification links to a 'Substitute Teacher List by ENDORSEMENT'. The third notification links to a 'QuickStart Guide for substitutes'. The fourth notification is titled 'Attention Substitutes' and provides directions to the Vernon School building, including information about the cafeteria door, main entrance, and parking. At the bottom right, a red arrow points to a 'Dismiss' button.

Priority	Sender	Post Date	Content
Low	Portland Public Schools	posted on Thursday, March 26, 2020	Scheduled Maintenance Due to scheduled maintenance, Absence Management may experience intermittent connection issues on Saturday, April 11, between 6:00am-10:00am EDT. We apologize for any inconvenience this may cause. ***This message will remain posted until April 12, 2020.***
Low	Portland Public Schools	posted on Monday, March 9, 2020	Click to view the Substitute Teacher List by ENDORSEMENT
Low	Portland Public Schools	posted on Friday, August 25, 2017	Click HERE to view the Portland Public Schools QuickStart Guide for substitutes.
Low	Portland Public Schools	posted on Wednesday, August 9, 2017	Attention Substitutes: For access to the Vernon School building before school begins, please use the Cafeteria door on the NE 22nd Avenue (East) side of the building. During the school day, the Main Entrance is located on NE Killingsworth Av on the NE 22nd Avenue (East) side of the building. The School Office is located there as well. There's also a handicap buzzer on the SW corner of the building (back of building), available when the Office staff is there (7:30am-4:30pm). There's parking around the school (except on Killingsworth Ave.), and also on the side streets, including Alberta Park.



Confirmations - You also may receive notifications that you need to confirm. The example below is a notification that the sub has been removed from a job and their services are no longer needed. These notifications are very important and must be confirmed before you can move on to your home page.

You were removed from this assignment on Thursday, March 29, 2012 2:45 PM.
Your services are no longer required for this assignment.

Date	Time	Duration	Location
Gordon, Barbara			Conf #78176991
Wed, 5/23/2012	8:00 AM - 3:00 PM	Full Day	Vanderbilt High School



Once you have dismissed or confirmed all of your notifications (when applicable), you will be able to view your home page.

Absence Management Victoria County School District

Melody Pond Multi-District View

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					

May 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	31		

June 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 Available Jobs

2 Scheduled Jobs

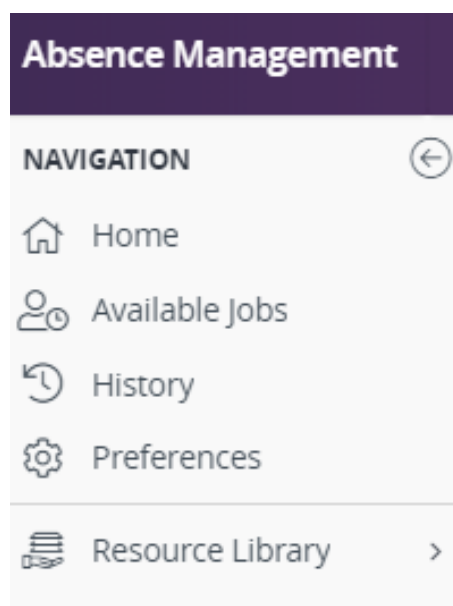
0 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Barker, Bob				Reject Accept
Fri, 4/13/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	

Side Navigation

Your side navigation lists available job opportunities, work history, feedback, and system preferences.



Available Jobs – View the number of currently available jobs via this side navigation or within the green circle on the home page. This option will bring you to the Available Jobs tab where you will see a list of the jobs that you can accept.

History – View the number of previous jobs completed within the past 60, 90, or 120 days and jobs completed during the current or previous school year. You can also search with a custom date range.

Preferences – View account options that include Personal Information, PIN changes, Call Times, and a District List.

Resource Library – Free courses provided by Frontline. You may take any available to you, but please note that you will not be paid for taking any of these courses.

Top Bar



At the very top of your home page you will see a dark purple bar with the following:

Your Name - Clicking on your name will take you to Account Settings where you can change your personal information, password, and other settings. You can also click on your name to Sign Out.

School District Name – If you work in multiple school districts that utilize the Absence Management system, there will be a dropdown available to alternate between districts. The multi-district view allows you to view all your district information within a single application.

Notifications - The number of notifications (web alerts) you have will be displayed in the yellow circle next to the bell icon. Clicking on this option bring up a list of your current web alerts.

“?” Help Resources - Clicking the question mark button will show you the Substitute Office contact information and a link to the Frontline Support web page.

Calendar

Just below the main tabs is your calendar. The calendar is color coded to show the different types of days.

Green days are days there are available jobs

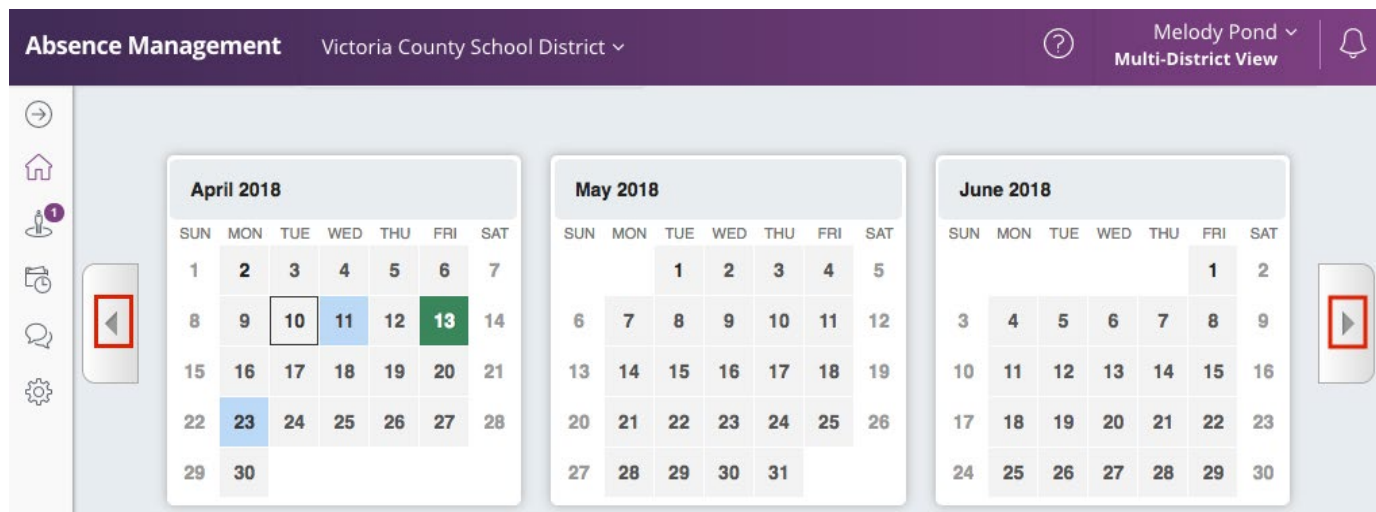
A **black box** around the date signifies it is the current date

Light blue days are past or scheduled jobs

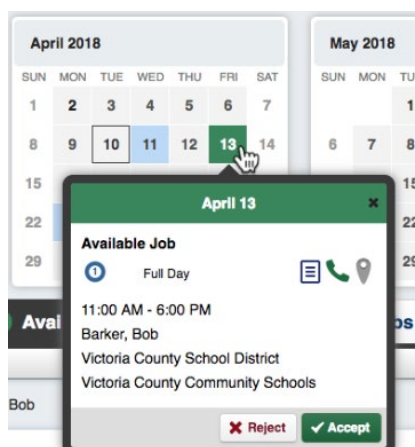
Dark gray represents a non-work day

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					

Use the back and forward arrows to either side of the calendar to move back and forward in time on the calendar.



Clicking on an individual day in the calendar will pop up information about that day. If there is an available job on that day, you can accept or reject it right from the pop-up.



Job Tabs

The main body of your home page will be your job tabs. They can be found directly beneath the calendar. Clicking these tabs will not take you away from the home page but will change what you are viewing on the home page.



Available Jobs - This tab lists your currently available jobs and includes the option to reject or accept the position. The number on the tab represents how many available jobs there are.







Scheduled Jobs - This tab shows the currently scheduled jobs you have already accepted and includes the option to cancel a job, if needed. The number on the tab represents the number of currently scheduled jobs.

Past Jobs – This tab brings up your job history for the past 30 days. The number on the tab represents the number of past jobs in the last 30 days.

Non Work Days - This tab shows you your upcoming Non-Work Days as well as Non-Work days from the past 30 days. You can also create Non Work Days from here. The number on the tab represents upcoming Non-Work Days and Non-Work Days from up to 30 days in the past.

Job Details






When you have your list of available jobs up, you can see all of the details of the job (Teacher/Para/Secretary name, title, job date, job time, location, etc.) without having to go to another screen.

Date	Time	Duration	Location	Filter
Barker, Bob 				
				 
Fri, 4/13/2018	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Victoria County Community Schools	 

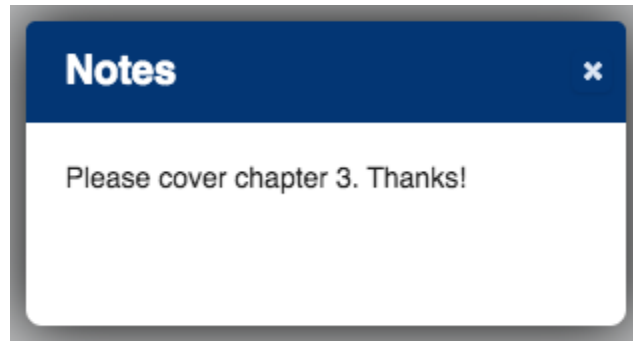
Accepting or rejecting this job is as simple as clicking the Accept or Reject button, but there are other job details you can view as well.

Notes

Teachers/Paras/Secretaries can attach important, job-related notes during the creation of their absence. A sheet of paper icon indicates when these notes are provided and you can select the icon as needed to view the job-related details.

2 Available Jobs		1 Scheduled Jobs	
Date	Time	Duration	
Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	

These notes can be viewed before accepting or rejecting the job. Just click the icon and the notes will pop up on your screen. To exit the notes, click the X in the top right corner of the pop-up.



Multi-Day Jobs







Some jobs in your available jobs list may occur over a period of multiple days and the system identifies these opportunities with a circle icon that contains a plus inside it.

Date ▲	Time	Duration
Barker, Bob		
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day
Barker, Bob		
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	Full Day

Multi-day jobs do not have an **Accept** option that is immediately visible. You will first need to select the **See Details** button to view all the job's details including the option to accept the position.

Date ▲	Time	Duration	Location
Barker, Bob			
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day	Phoenix School District Rohirrim High School
Barker, Bob			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	Full Day	Victoria County School District Gallahorn Middle School

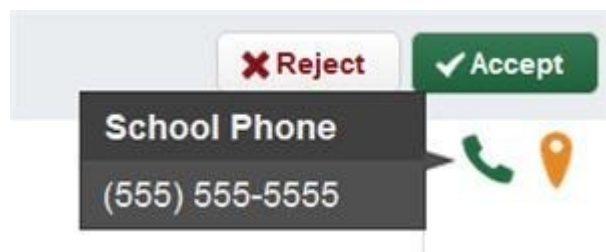
This selection will expand to reveal the details for each individual day in the job. You can collapse the job again by clicking the **Hide Details** button. To accept the job, click the **Accept Multi-day** button.

2 Available Jobs		1 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date ▲	Time	Duration	Location	Filter			
Barker, Bob					<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Accept	
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School				 
Barker, Bob					<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Accept Multi-day	<input type="checkbox"/> Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School				 
Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School				 

Phone Number and Map

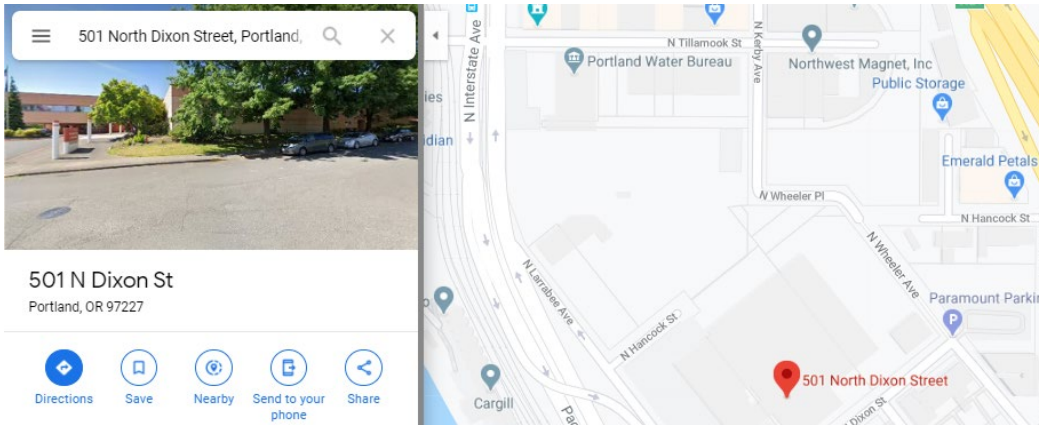
In each job listing there will be a **green phone** icon for the school's phone number as well as an **orange map pin** icon to open Google maps and review the directions to the school.

Click on the green phone icon to have the school's phone number pop up. If the icon is gray that means the school's phone number is not available.



Click on the map pin icon to open up Google Maps where you can get directions to the school. If the icon is gray, the school's address is not available.



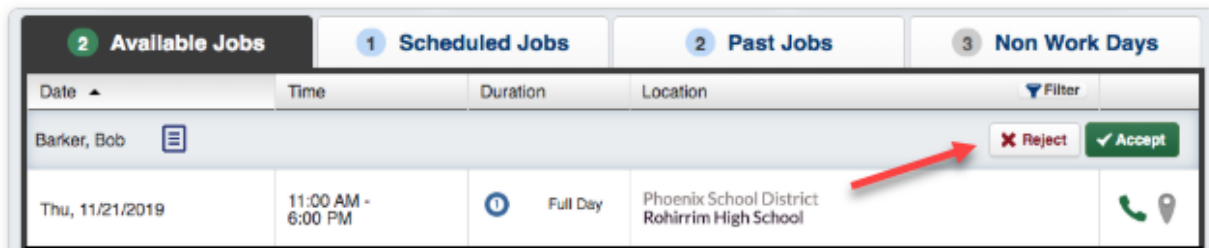


Accepting or Rejecting a Job

Now that you have seen the job details you are ready to accept or reject the job.

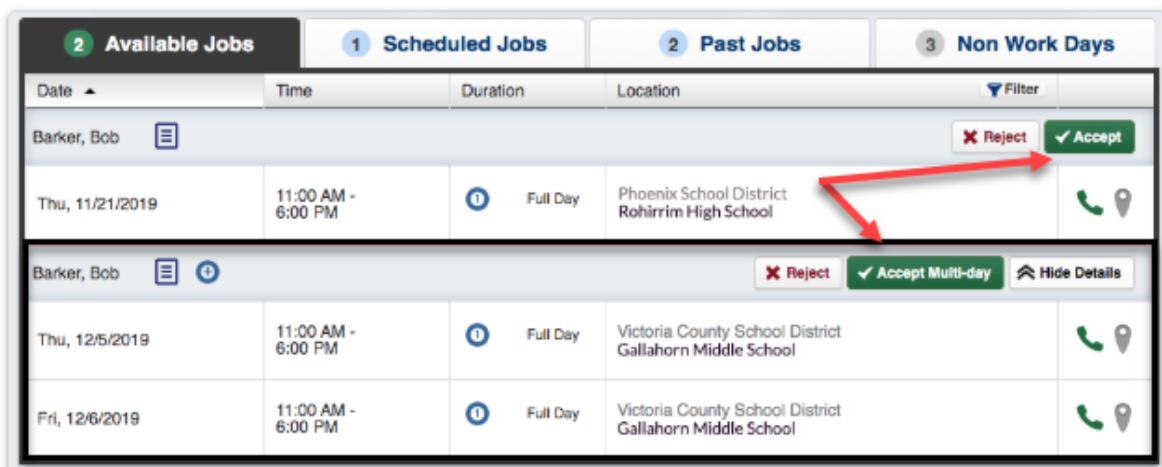
Reject

To reject a job, click the Reject button on the right side of the job listing. Rejecting a job will make it disappear from your available jobs and you will not see it again. Only click the reject button if you are absolutely sure that you will not want to come back to this job later.

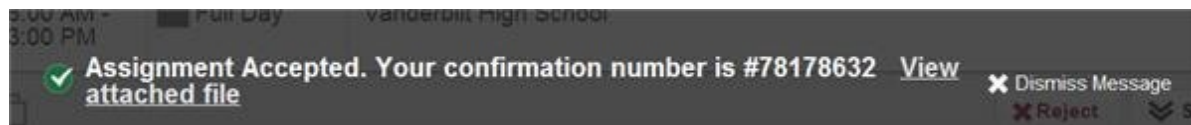


Accept

To accept a job, click the green **Accept** button (or **Accept Multi-day** if it is a Multi-day job) on the right side of the job listing.



Once you have accepted the job you will receive a pop-up at the top of your screen showing you the confirmation number. If there is a file attached to the absence, you will also see a link to view the attached file. This pop-up will stay on your screen until you dismiss it. Dismiss it by clicking the “x” next to Dismiss Message.



Once you have a confirmation number, you know that the job is yours and that no other sub will be able to accept this job.

Scheduled Jobs












To view a list of your currently scheduled jobs click the **Scheduled Jobs** tab on your home page. The tab will have a number on it indicating how many currently scheduled jobs you have at this time.

Date	Time	Duration	Location
Braveheart, Barbara 1st Grade Report to: Main Office CONFIRMATION #389726270			
Fri, 11/22/2019	8:00 AM - 3:30 PM	1 Full Day	Phoenix School District Rohirrim High School
Banner, Robert Report to: Main Office CONFIRMATION #390777835 Cancel			
Mon, 11/25/2019	6:00 AM - 3:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School

When you click this tab your scheduled job will be listed in the main window. The details of each job will be displayed including the employee’s name and title, the time of the absence, the duration, and

the location of each job. You can also reference the job's confirmation number and select the phone and map icons for contact and navigation details.












Email the Employee


2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location				
Braveheart, Barbara	1st Grade	 	Report to: Main Office	CONFIRMATION #389726270			
Fri, 11/22/2019	8:00 AM - 3:30 PM	 Full Day	Phoenix School District Rohirrim High School				
Banner, Robert		 	Report to: Main Office	CONFIRMATION #390777835 			
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School				


Clicking the blue envelope icon will open the email client on your computer with the employee's email address populated.

Attachments

If you see a paperclip icon in the job info, there is an attachment, like a Word or Excel document, for this absence. Attachments will sometimes include teacher lesson plans.

2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location				
Braveheart, Barbara	1st Grade	 	Report to: Main Office	CONFIRMATION #389726270			
Fri, 11/22/2019	8:00 AM - 3:30 PM	 Full Day	Phoenix School District Rohirrim High School				
Banner, Robert		 	Report to: Main Office	CONFIRMATION #390777835 			
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School				











Files 

 Lesson Plan.docx

To view the attachment, click the paperclip **attachment icon**. This will open a pop-up on your screen with the attachment(s) listed. Click the attachment you want to view to open it.

Cancelling a Job

Depending on the permissions given to you in Absence Management, you may be able to cancel a job after you have accepted it. Not all absences will have the option to cancel. An example of this would be if a job is too close to its start time, Absence Management may not allow you to cancel it. If you do have the ability to cancel a job, you will see a red **Cancel** button.


2 Available Jobs		2 Scheduled Jobs		2 Past Jobs		3 Non Work Days	
Date	Time	Duration	Location				
Braveheart, Barbara 1st Grade   Report to: Main Office CONFIRMATION #389726270							
Fri, 11/22/2019	8:00 AM - 3:30 PM	 Full Day	Phoenix School District Rohirrim High School				
Banner, Robert   Report to: Main Office CONFIRMATION #390777835 Cancel							
Mon, 11/25/2019	6:00 AM - 3:00 PM	 Full Day	Victoria County School District Gallahorn Middle School				

When you click the **Cancel** button, a pop-up window will prompt you to confirm the cancellation and to provide an optional reason for your decision. If desired, choose a reason from the dropdown and click **Yes, Cancel Job** to confirm. (Note: A job cannot be recovered once it has been cancelled. Please ensure you do not want the job prior to completing this process).

Cancelling Job

Are you sure you want to cancel job #390777835?

Choose a Cancellation Reason (optional)

None Selected 

Once you have clicked **Yes, Cancel Job**, a pop-up message will appear confirming that the absence has been successfully cancelled. Click the “x” to dismiss the pop-up.

Non-Work Days

Non-Work Days indicate when you are not available to work as a substitute and they inform the system to *not* offer you jobs on those days.

You can view your current Non-Work Days or make a new entry via the **Non-Work Days** tab on the homepage. The tab will have a number on it indicating how many Non-Work Days you have scheduled for the past 30 days, as well as any non-work days scheduled for a future date.

The screenshot shows the 'Absence Management' interface for Victoria County School District. It features three calendar views for November 2019, December 2019, and January 2020. Below the calendars are four tabs: 'Available Jobs', 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. The 'Non Work Days' tab is active and shows a table of non-work days for the past 30 days.

Date	Time	Reason	Districts
Wed, 11/13/2019	All Day		Phoenix School District

To create a new non-work day, click the **Add Non-Work Day** button. This will bring up a window where you can enter your non-work day details.

Single Non-Work Day

The 'Add Non-Work Day' form is a modal window with a dark blue header. It contains the following fields and options:

- Date: 11/18/2019 (with a calendar icon)
- Repeat:
- From: [] All Day
- to: []
- at: []
- Phoenix School District
- Victoria County School District
- Reason: []

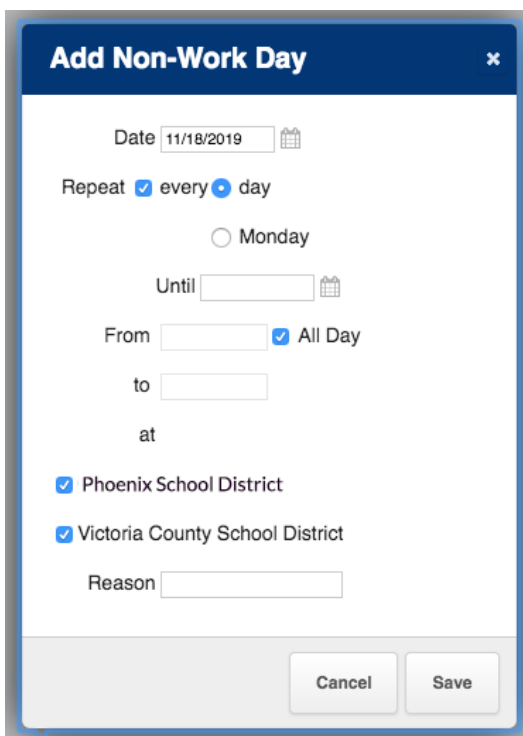
At the bottom, there are 'Cancel' and 'Save' buttons.

To create a single Non-Work Day:

- **Date** - Type the date into the box or use the calendar icon to select the date.
- **From/to** - Enter the start and end times for when you cannot work. *You must uncheck the "All Day" box to edit the times for individual days.
- **Reason** - Enter the reason for your non-work day (this info is not required).
- Click the **Save** button when you are ready to save the non-work day. *Multi-district subs will indicate whether this non-work day applies to one or more of their districts.

Repeating Non-Work Day

Non-work days can also be scheduled to repeat as needed. For example, maybe you are unable to work on Mondays for the entire month.



The screenshot shows a modal window titled "Add Non-Work Day" with a close button (X) in the top right corner. The form contains the following fields and options:

- Date:** A text input field containing "11/18/2019" and a calendar icon to its right.
- Repeat:** A checked checkbox followed by the text "every" and a dropdown menu currently set to "day".
- Day Selection:** A radio button next to the text "Monday".
- Until:** A text input field and a calendar icon to its right.
- From:** A text input field, a checked checkbox for "All Day", and another text input field.
- to:** A text input field.
- at:** A text input field.
- Districts:** Two checked checkboxes: "Phoenix School District" and "Victoria County School District".
- Reason:** A text input field.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

When creating the non-work day, you will choose the initial calendar start date and click the checkbox for "Repeat". The system will indicate the day when the non-work day entry begins and provide an additional calendar box for you to enter the date when the non-work days should end.

Choose the "day" option if you want to take off a recurring series of days (i.e. day "X" until day "Z"). Or, select the calendar day indicated (i.e. "Monday," etc.) if you only want to take Mondays off for a recurring amount of time.

You can then indicate the start/end times for the non-work day, (enter the location(s) where these non-work days apply if you work as a multi-district sub), and provide an optional reason for the entry.

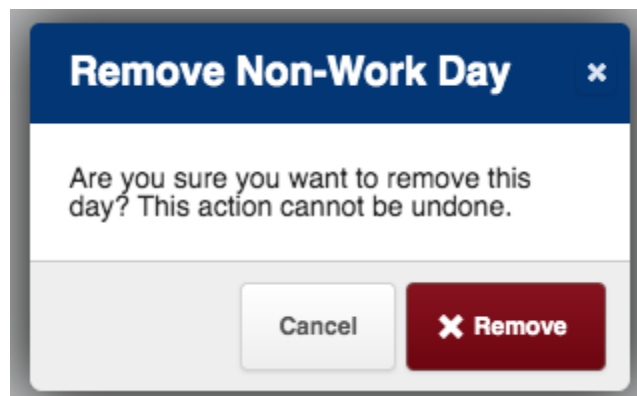
Once you are finished, click the **Save** button to save the repeating non-work days.

Removing a Non-Work Day

If you created a non-work day in error or are now available for a day you had previously entered a non-work day for, the entry can be removed. In your **Non-Work Days** tab, you will see a red **Remove** button for any non-work days that are still in the future. Click the **Remove** button for the specific non-work day you want to delete. (Note: you are unable to remove a non-work day for the current day. Example: If today is 11/13/2019 and you would like to remove the non-work day for today, you will not be able to do so. Please contact the Substitute Office to remove it for you so that you may accept jobs for the current day).

Date	Time	Reason	Districts
Wed, 11/13/2019	All Day		Phoenix School District
Fri, 11/29/2019	All Day		Victoria County School District

A confirmation box will appear to confirm non-work day removal. Click **Remove** to confirm.



Past Jobs

If you want a quick view of the jobs you have worked in the past 30 days, you can access the **Past Jobs** tab on your homepage. On the tab, there will be a number which indicates how many jobs you have had in the past 30 days.

The screenshot shows the 'Absence Management' interface for Victoria County School District. At the top, there are navigation icons and a user profile for Melody Pond in Multi-District View. Below this are three calendar views for November 2019, December 2019, and January 2020. The 'Past Jobs' tab is selected, showing 4 jobs. The job list includes:

Date	Time	Duration	Location
Barker, Bob Report to: Main Office CONFIRMATION #389226810 Leave Feedback			
Wed, 11/13/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools
Danvers, Carol Report to: Main Office CONFIRMATION #389727366 Leave Feedback			
Fri, 11/15/2019	6:30 AM - 5:15 PM	1 Full Day	Phoenix School District Whitehorse Road Elementary School

History Tab

If you would like to go further than 30 days into your job history, you can click the **History** tab in the main tabs.

The screenshot shows a navigation menu with the following items:

- Home
- Available Jobs (9)
- History** (indicated by a red arrow)
- Preferences

The **History** tab displays any jobs worked during the previous 60 days, by default. You can also search ranges that include the last 90 days, the last 120 days, this school year, last school year, and a custom date range.

Absence Management Victoria County School District Melody Pond
 Multi-District View

Displaying: 9/27/2019 to 11/26/2019

Select a date range: **Last 60 days** Last 90 days Last 120 days This School Year Last School Year Custom

4 Jobs		2 Non Work Days	
Date	Time	Duration	Location
Barker, Bob Report to: Main Office CONFIRMATION #389226810 Leave Feedback			
Wed, 11/13/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools
Danvers, Carol Report to: Main Office CONFIRMATION #389727366 Leave Feedback			
Fri, 11/15/2019	6:30 AM - 5:15 PM	1 Full Day	Phoenix School District Whitehorse Road Elementary School

Custom Date Range

To create a custom date range, click the **Custom** option. A date range selector box will pop up. Enter your custom date range and click the **Go** button to bring up the jobs for that range.

Displaying: 9/27/2019 to 11/26/2019

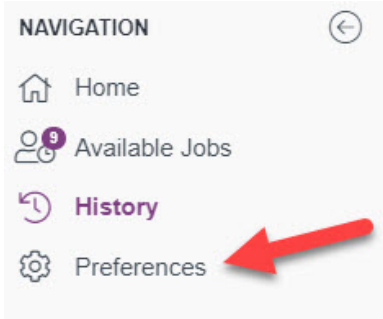
Select a date range: Last 60 days Last 90 days Last 120 days This School Year Last School Year **Custom**

From 9/27/2019 to 11/26/2019 [Go](#)

4 Jobs			
Date	Time	Duration	Location
Barker, Bob Report to: Main Office CONFIRMATION #389226810 Leave Feedback			
Wed, 11/13/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools

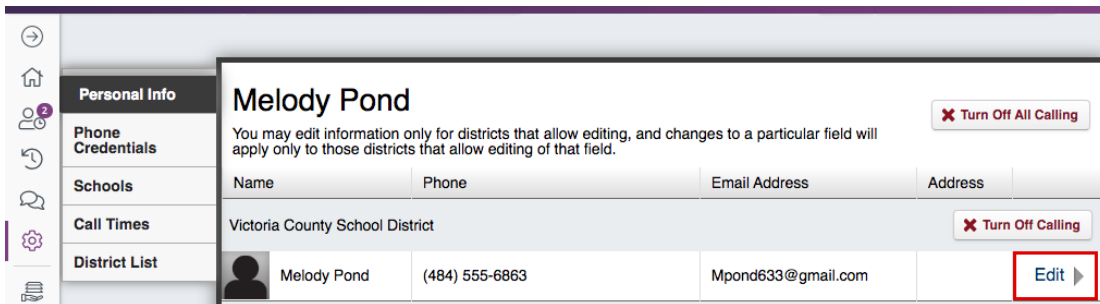
Preferences

You can reference the **Preferences** tab to review your district related details. These include personal information, PIN management, affiliated districts, and call times.

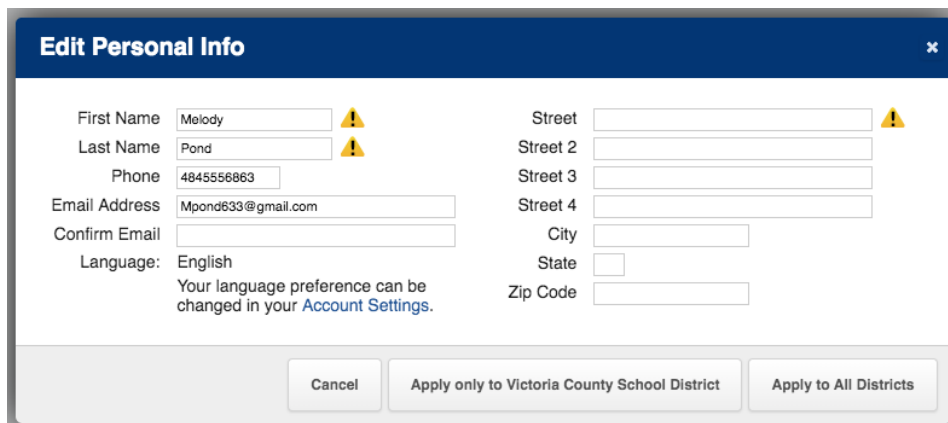


Personal Info

By default, the system displays the **Personal Info** page where you can view current profile details. Review the name, phone, email address, and home address sections and click **Edit** to make any necessary adjustments. Please note, your name, phone number, and home address will need to be updated by the Substitute Office after you have updated them in your PeopleSoft Employee Self Service.



If you make any changes, click the **Apply** button to save the changes. Multi-district subs have permissions associated to each district, and you can apply specific changes to each, based on permissions. Absence Management will confirm that your information has been saved.



Change Pin

If you are already logged in, you can review and update your PIN by selecting the **Phone Credentials** option in the preferences menu. Enter a new, 4 or 5-digit PIN in the **New PIN** field. You must then re-enter the same PIN in the **Confirm New PIN** field for verification purposes. Once you enter the new PIN, click the **Save Changes** button to update your account. This PIN will be used to login to the Absence Management phone system.

Note: PINS must be 4 or 5-digits in length and can only be numeric. In addition, multi-district substitutes may have created a 6-digit, numeric, multi-district PIN.

Phone Credentials

The phone ID and PIN listed below are only used to sign in to the Absence Management phone system as a multiple district substitute.
[Learn More](#) about why you have separate phone sign in credentials.

Phone Login ID: 4845556863

Multi-District Phone PIN: 675837

New PIN:

Confirm New PIN:

Retrieve PIN via PIN Recovery

If you are unable to log in and view your phone credentials, you can request they be sent to your email from the Absence Management PIN webpage: https://www.aesoponline.com/forgot_pin.asp or contact the Substitute Office.

Pin

Not sure what your ID is? - Try your phone number.

Click 'Email PIN' to have your PIN emailed to you.

Employee Type

Phone

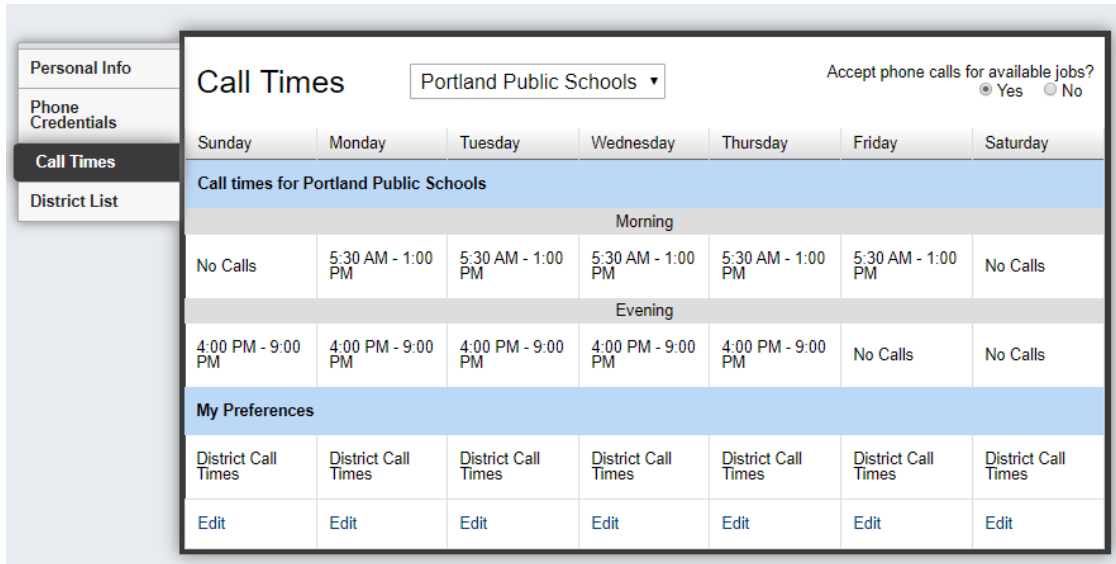
First Name

Last Name

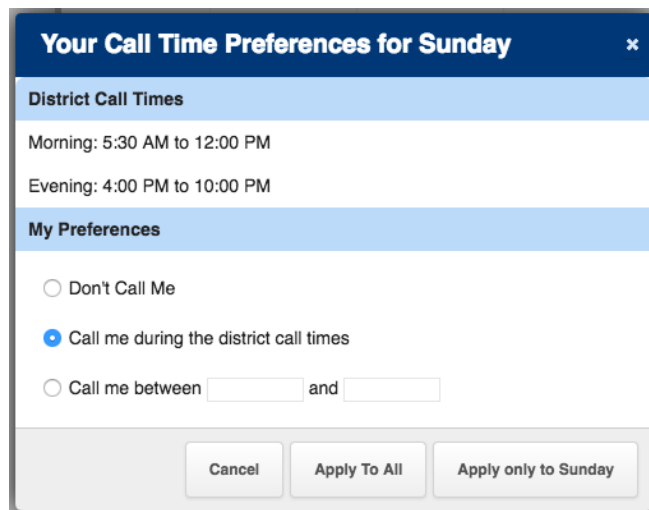
Enter the phone number affiliated with your account and include your first and last name. Then click the **Email PIN** button. The system will send a recovery email where you can view your PIN.

District Call Times

By default, Absence Management calls you for jobs during the time period set up by the district. You can customize these times or turn off calling altogether. If you wish to edit your options, click the **Call Times** in the side menu of the **Preferences** tab (if you work for multiple districts, which district you would like to view from the drop down).



Absence Management displays your district’s default morning and evening call times. Click the **Edit** button to change your call time settings and edit each day, as needed. This action brings up a window where you determine daily call times.



- **Don't Call Me** - Choose this option for absence management to not call on the selected weekday.

- **Call me during the district call times** - Make this selection to return call times to the district's default setting.
- **Call me between** - Enter the earliest and latest times absence management can send a call notification.

Once you pick your settings, you have two options:

- **Apply to All** - This setting applies these particular settings to every day of the week.
- **Apply only to** - This option only applies your settings to the selected workday.

Turning Off Calling

The system provides two additional call time options in the top right corner of the page. You can either continue to accept incoming calls or disable the feature.

Determine your preferences and select the "No" option if you wish to completely turn off calls from absence management.

A pop-up box will appear with the call time disclaimer. Click **OK** in the confirmation box to confirm this change.

Call Time Disclaimer

Portland Public Schools has specific callout times during which time Absence Management will call you to offer assignments. This ensures we have the greatest probability of filling all available assignments within a reasonable time frame. Changing the required callout times through Absence Management is not recommended for PPS substitutes. Any adjustments you make to the callout times will indicate you are not fully available as a substitute with PPS. Please note, that by limiting or restricting your availability to accept calls from our district or the automated Absence Management system, will be considered a declaration of not accepting offers of work and may be considered a non-work day for the purposes of employment verification.