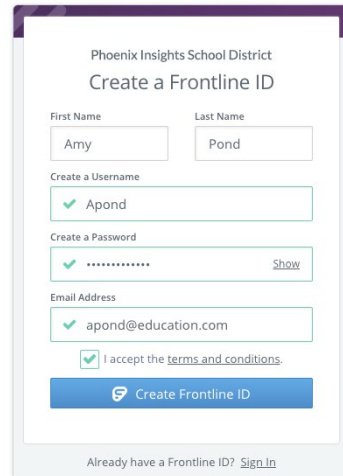
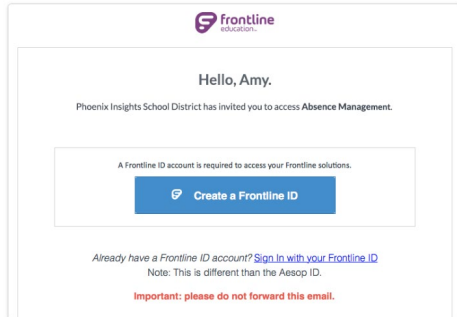


The Ottumwa Community School District utilizes the Frontline Absence Management System. Absence Management is an automated placement service that takes the tedious work out of finding substitutes to fill your classroom. Employees are able to create absences in the system using either the phone or the internet. Employees are also able to view their Absence Reason Balances, view their schedule, leave feedback, and create a list of preferred substitutes.

New employees will receive an invite from Frontline asking them to create a Frontline ID.

Receiving an Invitation

Those who receive an email invitation must make the proper selections to either set up a new Frontline ID account or to sign in with an existing account.



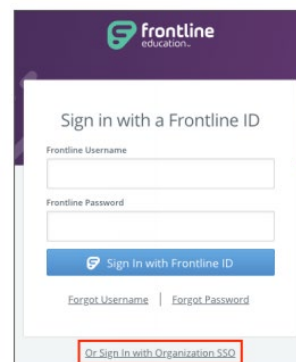
Once you have created your account you will be able to use the Sign in using your Organization Single Sign-on option.

Option 1: On a Computer

In a web browser navigate to the URL below. If you are logged into a district computer as yourself then you should be automatically signed in. If not, submit your district credentials (first.last@ottumwaschools.com).

<https://login.frontlineeducation.com/sso/ottumwa>

Note: If you use the old URL you will first need to select the "Or Sign in with Organization SSO" option towards the bottom of the page. Then submit your district credentials.



Option 2: On a Mobile Device

On the mobile app on a phone or tablet, you would choose the "Or Sign In with Organization SSO" at the bottom. After doing so you should be redirected to our district login page where you would submit your district credentials (first.last@ottumwaschools.com). Our district code is "7354".



Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to 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

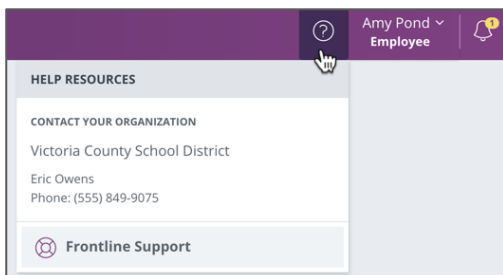
You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

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**.

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: <input type="text" value="6105553747"/>
Excluded Substitutes	Email Address: <input type="text" value="Apond@education.com"/>
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings .
	Address



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

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

Over the phone you can:

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

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

