



## **Certificated Absences - if you need to report and absence**

**Certificated Staff** - When you need to check out early you will need to contact Leticia Juarez at ext. 3706. She will then make arrangements to cover the remainder of your classes(s).

Certificated staff will also need to report their absences in [Frontline](#) to request a sub for a full day absences. *(Please see attached documents for instructions)*

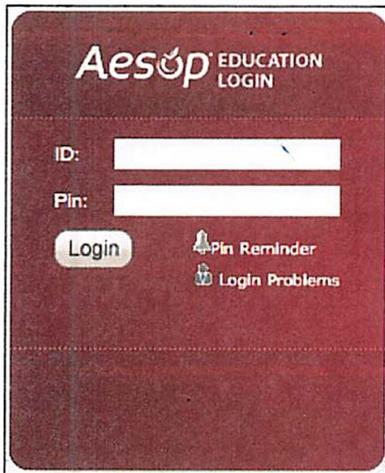
## **Classified staff - if you need to report and absence**

**Classified Staff** - will need to report their absences to their supervisor and to Denise Robles at ext. 3704 or by email at [drobles@smjuhsd.org](mailto:drobles@smjuhsd.org).

If your absences is longer then 3 days, you will need to submit a doctors note to Denise Robles.

## Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar (on mobile devices, type [m.aesoponline.com](http://m.aesoponline.com)).



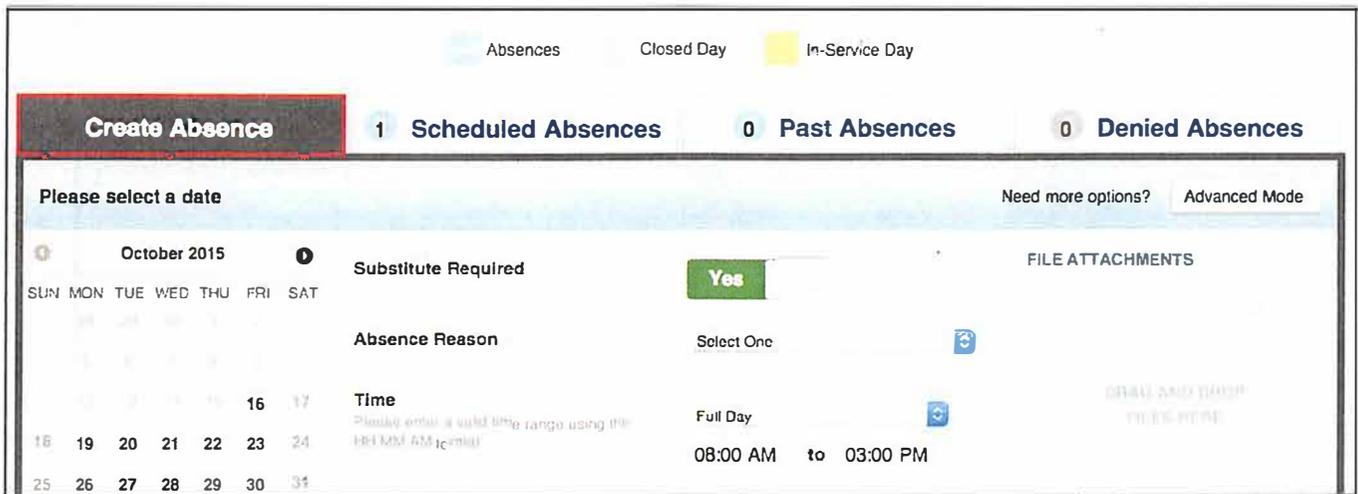
Enter your ID number and PIN. Then, click **Login**.

### Can't remember your login info?

If you're having trouble logging in, click the **Login Problems** 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.



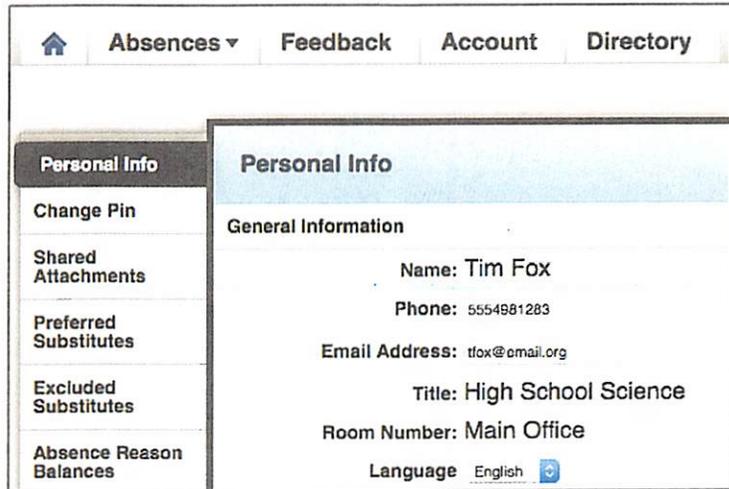
Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



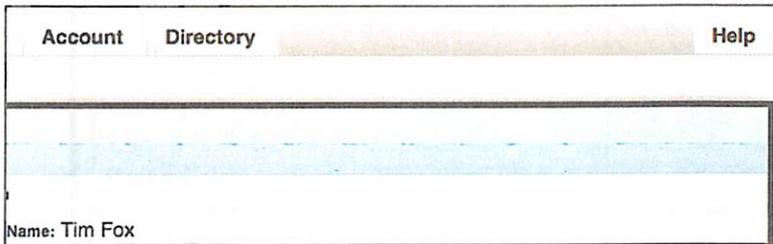
When you've completed entering the absence details, click the **Create Absence** button.

## Managing your PIN and Personal Information

Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.



## 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 the **Help** tab to go to the Aesop Learning Center, where you can search Aesop's knowledge base of help and training materials.

## Using Aesop on the Phone

Not only is Aesop 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**

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.

If you need tech support, please email:

[help@smjuhsd.org](mailto:help@smjuhsd.org)

If you don't have access to a computer, please call extension  
4611.