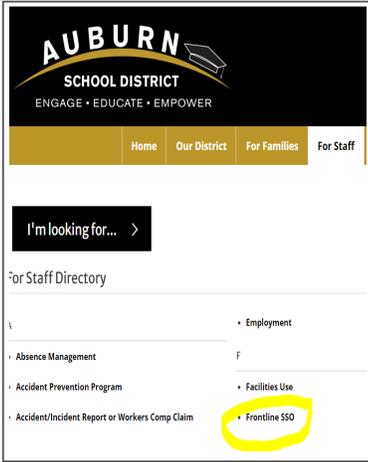


Absence and Substitute Management

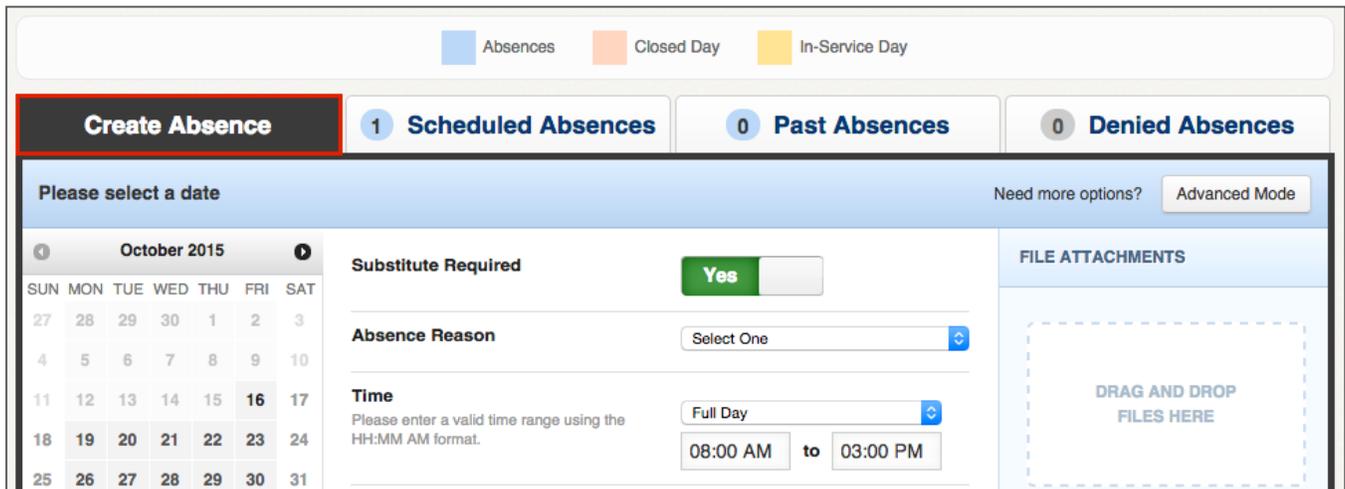


LOGGING IN ON THE WEB

To log in to the absence management system, log in to your Google Drive using your ASD email, then go to the district website www.auburn.wednet.edu, choose "For Staff", and click on the Frontline SSO link.

CREATING AN ABSENCE

You can enter a new absence from your absence management 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're 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 absence management Learning Center, where you can search a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is Frontline’s absence management on the web but 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), 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 the system assigns the new absence for reference.

