



Appleton Area School District
Training Document
Image Version: RR8A
OS/Office: Windows 10/Office2016

Title: Frontline Absence Management
Date: 03/26/2019
Author: Paul Stinson
Revision Date:

Employees can use Frontline Absence Management to track and enter absences and monitor available leave balances.

- 1) To access the site a link can be found in Classlink called “Frontline Education” or visit <https://login.frontlineeducation.com/sso/appletonasd>.**

Sign In

appleton.aasd.k12.wi.us

Type your user name and password.

User name: Example: Domain\username

Password:

- 2) You will be presented with the option to choose one of the two Frontline products we utilize.**

frontline
education

Appleton Area School District
Select an Application

Absence Management *formerly Aesop*

Professional Growth *formerly MLP PDMS and MLP OASYS*

3) Once you are logged in you will have a dashboard and menu available to look up information or enter upcoming absences.

Absence Management Appleton Area School District Paul Stinson Employee (Technology Trainer)

March 2019 April 2019 May 2019

Absences Closed Day In-Service Day

Create Absence 0 Scheduled Absences 5 Past Absences

Please select a date Need more options? Advanced Mode

Substitute Required No

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
07:00 AM to 04:00 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen

Shared Attachments

Cancel Create Absence

4) To enter an Absence

- Click on the calendar on all dates that the absence will cover.
- Select "Absence Reason" from the dropdown.
- Adjust time as needed if a partial day.
- Create Absence.

July 01; July 05 - July 12 Need more options? [Advanced Mode](#)

July 2016

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	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	1	2	3	4	5	6

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required No

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.
Full Day 07:00 AM to 04:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

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Cancel ✔ Create Absence