Aesop Online Absence Reporting



Login to Aesop at: <u>http://newark.aesoponline.com</u>. The Aesop website can be accessed anywhere there is an internet connection, including from a mobile phone.



Enter your **ID** and **PIN** here on the Welcome screen. This is the same username and password you use to login to your computer and for all other NPS applications.

Aesలp ^{· EDUCATION}		Welcome To Aesop	
ID:		You are about to enter Aesop, the leading substitute placement and absence management service!	
Pin:	4Pin Reminder 🛍 Login Problems	Please enter your ID and PIN to login to your Aesop account, or click the button below to learn more abou Aesop's growing impact on education. Learn More	



You can create a new absence right from your Aesop homepage under the **Create Absence** tab. Fill out the absence details including the date of the absence, the absence reason, as well as notes to the administrator or substitute. You may also attach files to the absence from here.

Absences Closed Day In-Service Day												
Create Absence					nce		1 Scheduled Absences	0 Past Absences	0 Denied Absences			
Ple	Please select a date Need more options? Advanced Mode											
0	October 2015				0	Substitute Required		FILE ATTACHMENTS				
SUN	MON	TUE	WED	THU	FRI	SAT		Yes				
	28	29	30	1	2	3	Absence Reason	Select One				
4	5	6	7	8	9			Select One				
	12	13	14	15	16	17	Time	Full Day	DRAG AND DROP			
18	19	20	21	22	23	24	HH:MM AM format.	08:00 AM to 03:00 PM	The law The The			
25	26	27	28	29	30	31						

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When you've finished entering the absence details, click the **Create Absence** button at the bottom of the screen.

