

Open your website browser: <https://www.aesopcanada.com/>

Login to your Aesop account

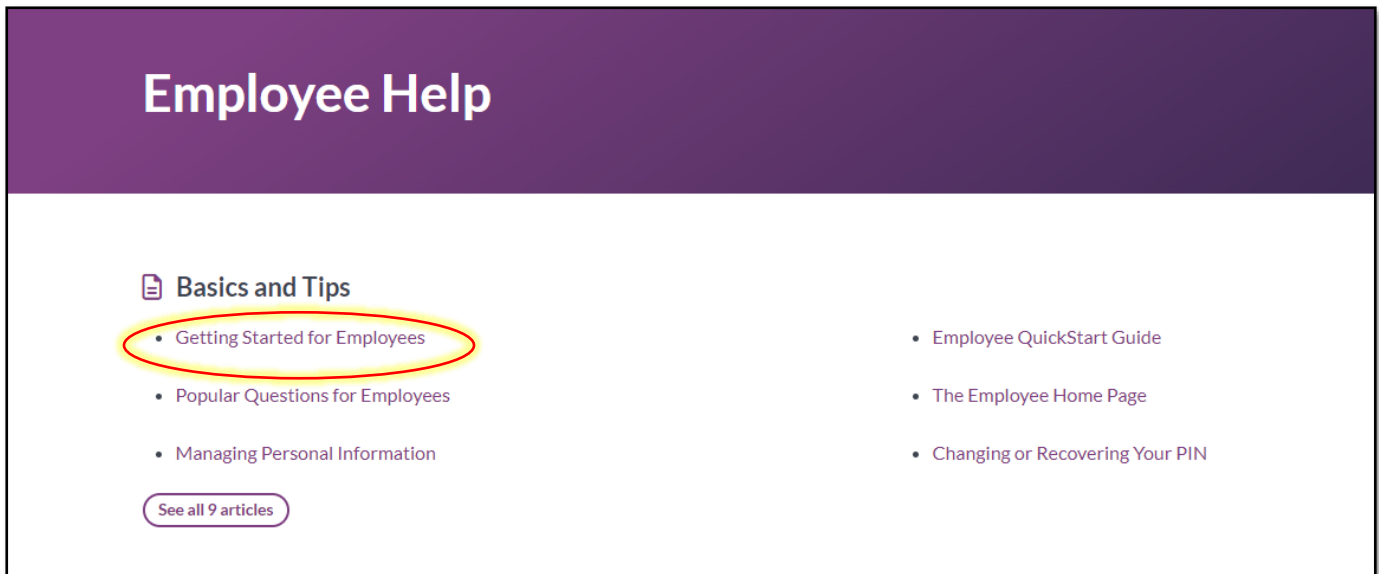
1. Click on **Frontline Support** tab

The screenshot shows the 'Absence Management' dashboard. At the top, there are navigation tabs: Home, Absences, Account, Directory, and **Frontline Support** (which is circled in red). Below the navigation is a calendar view for January, February, and March 2025. A legend indicates that blue squares represent Absences, orange squares represent Closed Days, and yellow squares represent In-service days. At the bottom, there are four buttons: 'Create Absence', '0 Scheduled Absences', '1 Past Absences', and '0 Denied Absences'.


2. Select **Employee Help**

The screenshot shows the 'Employee Help' page. At the top, it says 'Welcome! How can we help?' with a search bar containing the text 'Creating an absence, report writer, or employees'. Below the search bar are two main sections: 'Employee Help' (with an icon of a person at a computer, circled in red) and 'Resource Library' (with an icon of books). At the bottom, there are two sections: 'Featured Articles' with links for 'Editing Absence Details' and 'Creating a Basic Absence', and 'Training Resources' with a link for 'Getting Started for Employees'.

3. Click on **Getting Started for Employees**



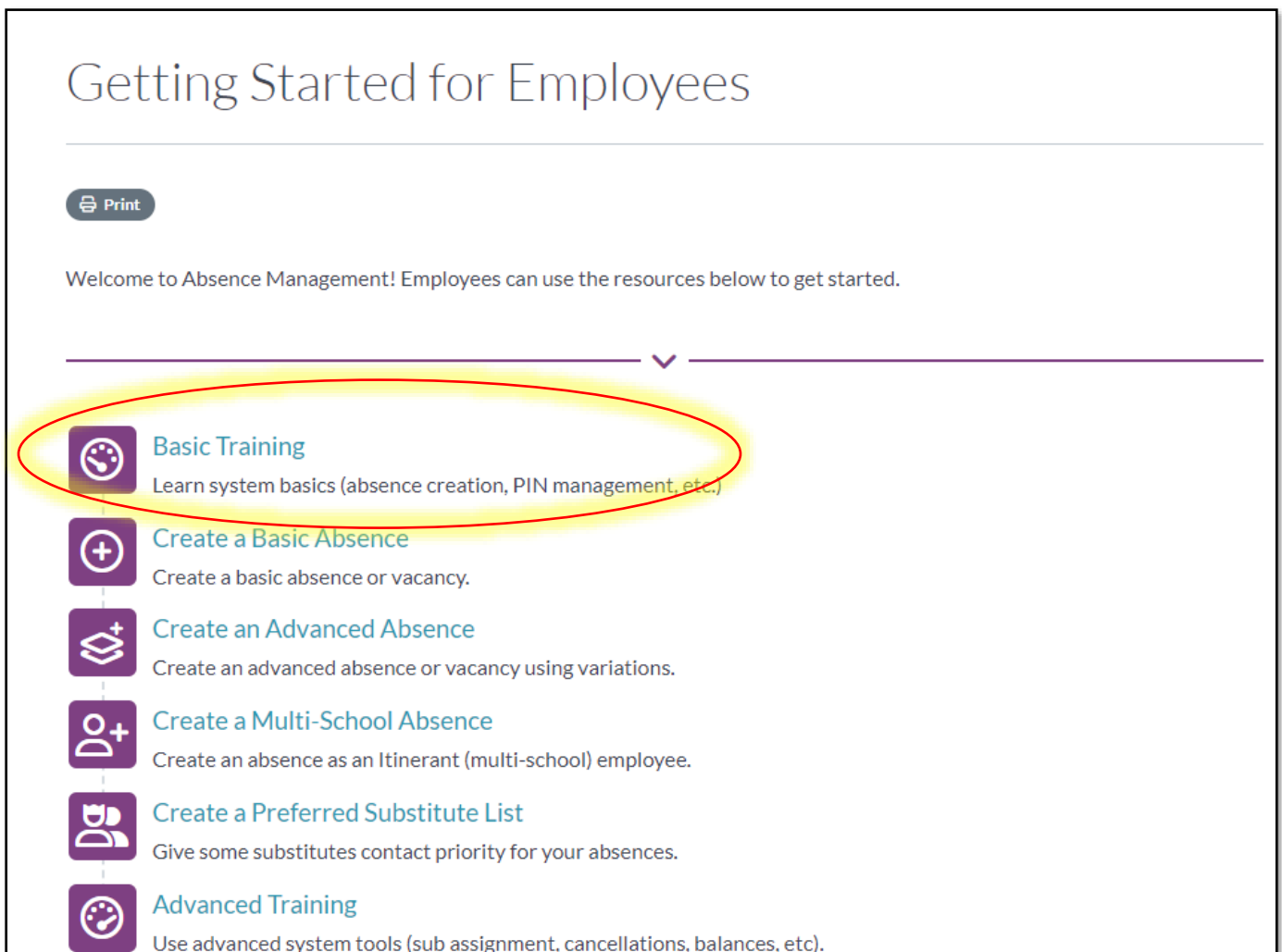
Employee Help

 Basics and Tips


- Getting Started for Employees
- Popular Questions for Employees
- Managing Personal Information
- Employee QuickStart Guide
- The Employee Home Page
- Changing or Recovering Your PIN

[See all 9 articles](#)







4. Select **Basic Training** and watch the video to get started.



Getting Started for Employees

 Print

Welcome to Absence Management! Employees can use the resources below to get started.

-  **Basic Training**
Learn system basics (absence creation, PIN management, etc.)
-  **Create a Basic Absence**
Create a basic absence or vacancy.
-  **Create an Advanced Absence**
Create an advanced absence or vacancy using variations.
-  **Create a Multi-School Absence**
Create an absence as an Itinerant (multi-school) employee.
-  **Create a Preferred Substitute List**
Give some substitutes contact priority for your absences.
-  **Advanced Training**
Use advanced system tools (sub assignment, cancellations, balances, etc).