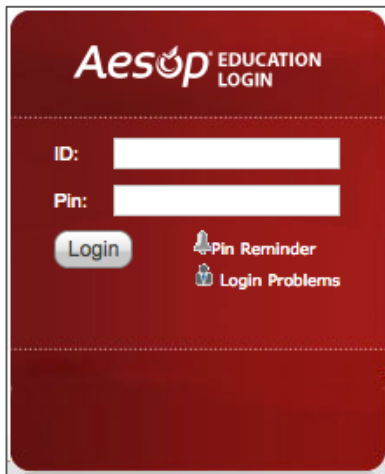


Logging in on the Web

To log in to Aesop, type aesopcanada.com in your web browser's address bar (on mobile devices, type m.aesopcanada.com).



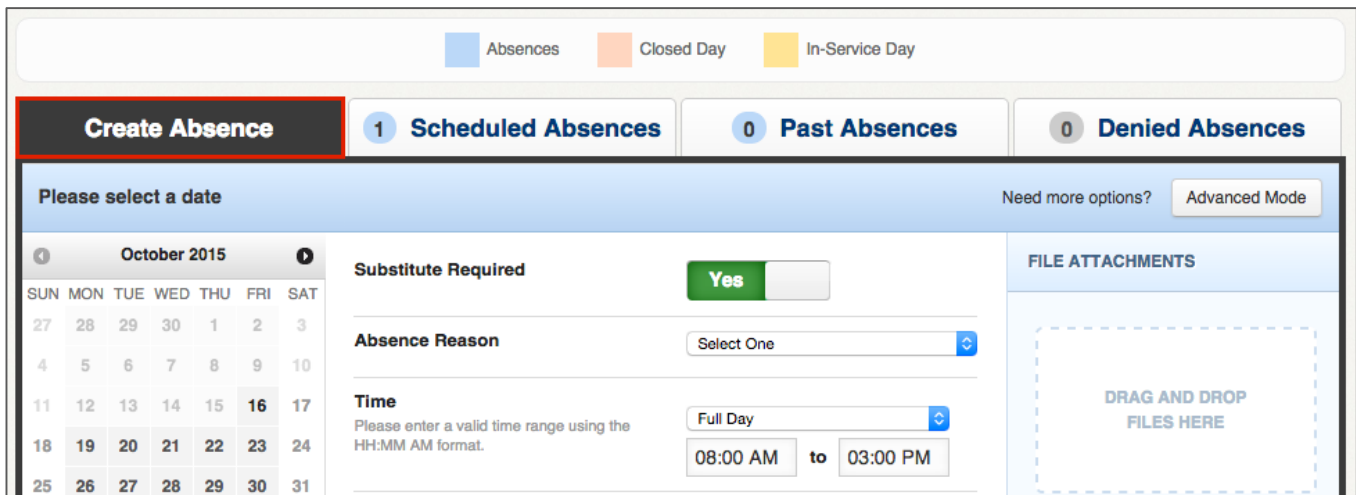
Enter your ID number and PIN. Then, click **Login**.

Can't remember your login info?

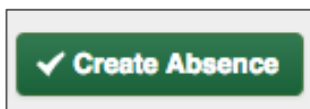
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

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.

Home	Absences ▼	Feedback	Account	Directory																
<table border="1"> <thead> <tr> <th>Personal Info</th> <th>Personal Info</th> </tr> </thead> <tbody> <tr> <td>Change Pin</td> <td>General Information</td> </tr> <tr> <td>Shared Attachments</td> <td>Name: Tim FOX</td> </tr> <tr> <td>Preferred Substitutes</td> <td>Phone: <input type="text" value="5554981283"/></td> </tr> <tr> <td>Excluded Substitutes</td> <td>Email Address: <input type="text" value="tfox@email.org"/></td> </tr> <tr> <td>Absence Reason Balances</td> <td>Title: High School Science</td> </tr> <tr> <td></td> <td>Room Number: Main Office</td> </tr> <tr> <td></td> <td>Language: <input type="text" value="English"/> <input type="button" value="v"/></td> </tr> </tbody> </table>					Personal Info	Personal Info	Change Pin	General Information	Shared Attachments	Name: Tim FOX	Preferred Substitutes	Phone: <input type="text" value="5554981283"/>	Excluded Substitutes	Email Address: <input type="text" value="tfox@email.org"/>	Absence Reason Balances	Title: High School Science		Room Number: Main Office		Language: <input type="text" value="English"/> <input type="button" value="v"/>
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Getting Help and Training

Account	Directory	Help		
<table border="1"> <tbody> <tr> <td colspan="2">Name: Tim Fox</td> </tr> </tbody> </table>			Name: Tim Fox	
Name: Tim Fox				

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.