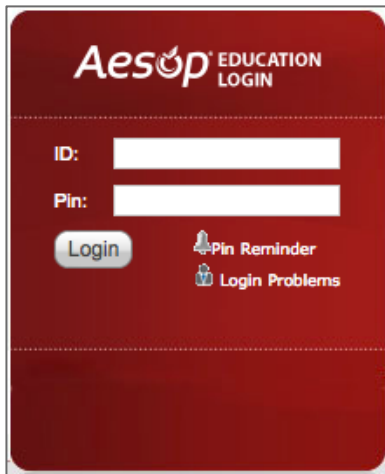


## Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar (on mobile devices, type [m.aesoponline.com](http://m.aesoponline.com)).



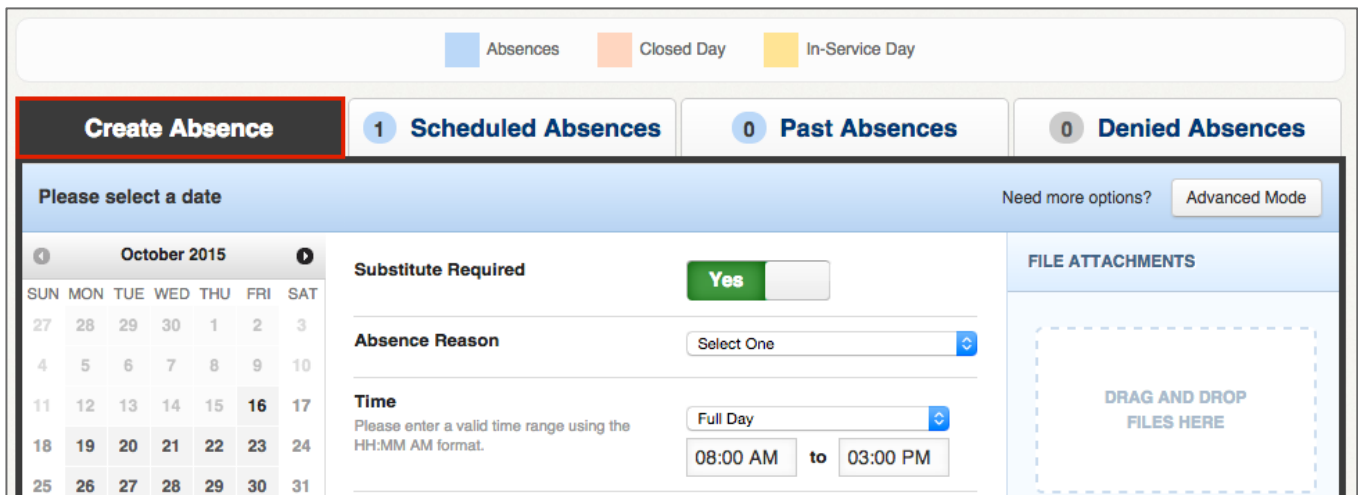
Enter your ID number and PIN. Then, click **Login**.

### Can't remember your login info?

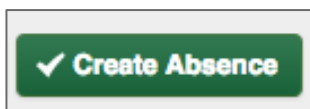
If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

### 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.

