

## Important Information!

To login to Frontline Absence Management (formerly AESOP), there are two options for computer entry – **only one of which you will use – CANNOT use both of the options or go back and forth between both**

- **CHOICE #1** - SSO (Single Sign-On) through Symbaloo on your D87 computer – no need for additional logins since you have already signed into the computer
- Link to use at home to access SSO – **bookmark the following link for use at home - <https://login.frontlineeducation.com/sso/bloomington87>**

**-OR-**

- **CHOICE #2** - Frontline website (formerly AESOP) - <https://app.frontlineeducation.com> - A personal account needs to be set up for entering absences on the web
- **CHOICE #3** - call 1-800-942-3767 - phone number is your login / 4-digit Phone PIN has remained the same
- Login and view the website to familiarize yourself before needing to add an absence
- Absences need to be entered ASAP when you know you will need a sub in order for the automated system to make every effort to fill that absence
- **Dock absences need to have approval from the Superintendent by sending an email request**
- Jury Duty may be entered and in the Notes to Administrator it should indicate Jury Duty
- Double-check the date range when entering an absence – **pay close attention to the AM and PM times**
- Add any notes for the substitute in that specific box
- Information for the principal belongs in the Notes to Administrator section
- An email address may be added in order to receive emails for absence approvals
- A confirmation number will be available after your absence has been entered
- Questions – [knappd@district87.org](mailto:knappd@district87.org) or 827-6031 x 1021