Employee

Basic training video

This video will walk you through the basics of your absence management Employee website. Here's what you will learn:
- How to log into absence management
- The Home Page
- Creating an absence
- Viewing and editing personal information
- Changing your PIN
- Where to find help resources

Advanced training video

This video will walk you through the more advanced features of your Employee website. Here is what you will learn:
- Creating an absence in Advanced Mode
- Assigning a substitute to an absence
- Cancelling absences
- Viewing the approval status of an absence
- Viewing absence history
- Attaching a file to an absence
- Checking your Absence Reason Balances
- Viewing the Substitute Directory

Substitutes

Basic training video

This video will walk you through the basics of the absence management Substitute website. Here are some of the things you will learn:
- Logging in to absence management
- Navigating the Home Page
- Finding available jobs
- Viewing and editing your personal information
- How to change your PIN
- Where to find help resources

Advanced training video

This video will walk you through some of the more advanced features of the absence management Substitute website. Here is what you will learn:
- Viewing scheduled jobs
- How to create Non-Work Days
- Viewing past jobs you have worked
- Setting up your Preferred Schools
- How to edit the times absence management can call you
- How to turn off callin

Campus User Interactive training

Click **HERE** to access the campus user interactive trainings. Open each article in the menu or watch what you feel meets your job requirements. I recommend watching all videos for a swift and thorough overview of the Campus User access.

Campus User Interactive Training

▼ 1. Introduction
    1.1. Welcome
    1.2. Introduction
    1.3. Video
    1.4. Mobile App
    1.5. Types of Users
    1.6. Video
    1.7. Transition
▼ 2. Employee and Substitute Users
    2.1. Employee Access to Absence Management
    2.2. Substitute Access to Absence Management
    2.3. How Subs Accept Jobs over the Phone
    2.4. A Phone Call from Absence Management

▼ 3. Campus Users
    3.1. Daily Report
    3.2. Daily Report
    3.3. Daily Report Video
    3.4. Staff List Report
    3.5. Staff List Report Video
    3.6. Creating absences
    3.7. Creating an Absence
    3.8. Approving or Denying Absences
    3.9. Approving and Denying Absences Video
    3.10. Sub Availability and Assigning Subs
    3.11. Seeing Substitute Availability
    3.12. Preferred Subs List
    3.13. Preferred Subs List Video
    3.14. Reconciling Absences
    3.15. Reconciling Absences Video
▼ 4. Closing
    4.1. Transition
    4.2. Thank you