

# Frontline Absence Management

## 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