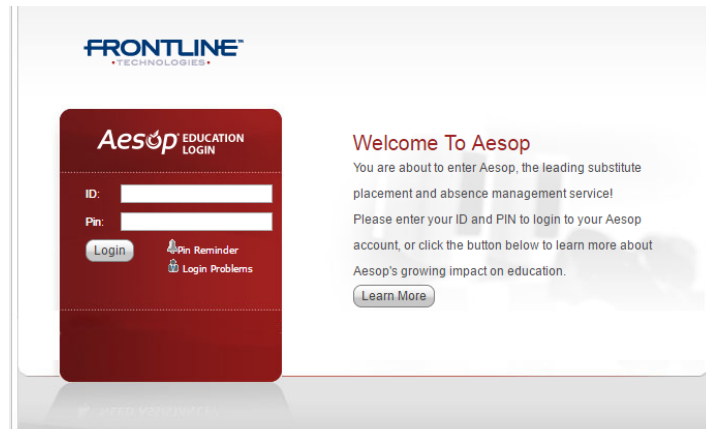


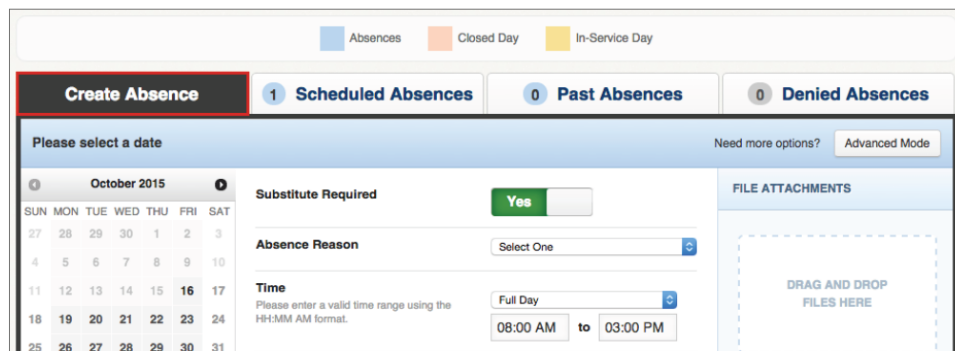
Aesop Online Absence Reporting

1 Login to Aesop at: <http://newark.aesoponline.com>. The Aesop website can be accessed anywhere there is an internet connection, including from a mobile phone.

2 Enter your **ID** and **PIN** here on the Welcome screen. This is the same username and password you use to login to your computer and for all other NPS applications.



3 You can create a new absence right from your Aesop homepage under the **Create Absence** tab. Fill out the absence details including the date of the absence, the absence reason, as well as notes to the administrator or substitute. You may also attach files to the absence from here.



4 When you've finished entering the absence details, click the **Create Absence** button at the bottom of the screen.

