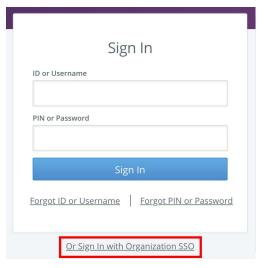


Absence Management



SIGNING IN

To log in to the absence management application, type https://www.normanpublicschools.org/absencesandattendance in your web browser's address bar.

The Sign In page will appear. Towards the bottom of the box (see red box on the left), click on **Or Sign In with Organization SSO**.

Enter your organization email address to lookup your organization's sign in page.

This feature must be enabled by your organization.

Organization Email Address

Enter your organization email address

Look up organization sign in page

Or Sign In with Frontline ID

Under Organization Email Address, type in your NPS email address. Click on the blue bar that says **Look up organization sign in page.**

Your initial login may require you to sign in to Microsoft. Enter your NPS email, your NPS email password and select whether or not to stay logged in.



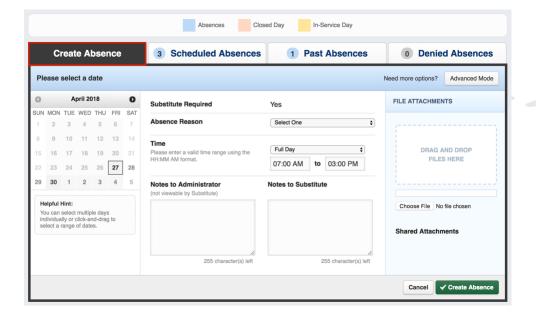
Microsoft	
← username@norman.k12.c	ok.us
Enter password	
Password	
Forgot my password	
2	Sign in

Microsoft	
username@norn	nan.k12.ok.us
Stay signe	d in?
Do this to reduce the number of times you are asked to sign in.	
Don't show the	nis again

CREATING AN ABSENCE

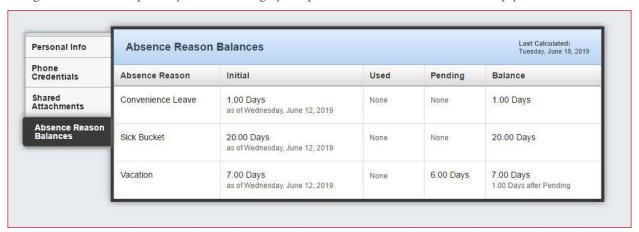
You can enter a new absence from your absence management home page under the **Create Absence** tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.



LOOKING UP YOUR ABSENCE BALANCES

Using the "Account" option, you can manage your personal information and look up your absence balances.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) Press 1
- Review upcoming absences Press 3
- Review a specific absence Press 4
- Review or change your personal information Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

