



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**.

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.

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.

Personal Info	Absence Reason Balances					Last Calculated: Tuesday, June 18, 2019
Phone Credentials	Absence Reason	Initial	Used	Pending	Balance	
Shared Attachments	Convenience Leave	1.00 Days as of Wednesday, June 12, 2019	None	None	1.00 Days	
Absence Reason Balances	Sick Bucket	20.00 Days as of Wednesday, June 12, 2019	None	None	20.00 Days	
	Vacation	7.00 Days as of Wednesday, June 12, 2019	None	6.00 Days	7.00 Days 1.00 Days after Pending	

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.

