Canceling an Absence

To access your Absence Management account, visit **AesopOnline.com** and sign in using the User ID and PIN provided to you. Follow the steps below to cancel an absence that has been scheduled for a future date.

1. In the upper right **Quick Actions** section of your homepage, enter the confirmation number for the absence you want to cancel and click Search.

2. If you do not know the confirmation number, you can enter the start date of the absence in the upper left corner of your homepage, and then click the confirmation number next to the absence you want to cancel.

3. The absence details will open. Click the red **Delete** button in the upper right corner.

4. In the confirmation window, click **Delete**.