

HOW TO JUSTIFY YOUR ABSENCE ON edusign



1. Log in to your Edusign mobile app.



2. Justify your absence.



3. Détaillez votre absence.

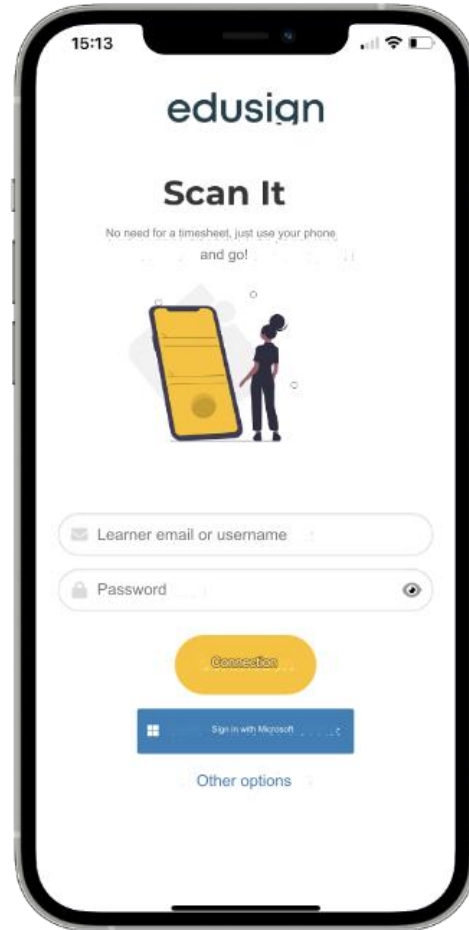


4. Receive confirmation that your absence has been processed.

Log in to the app

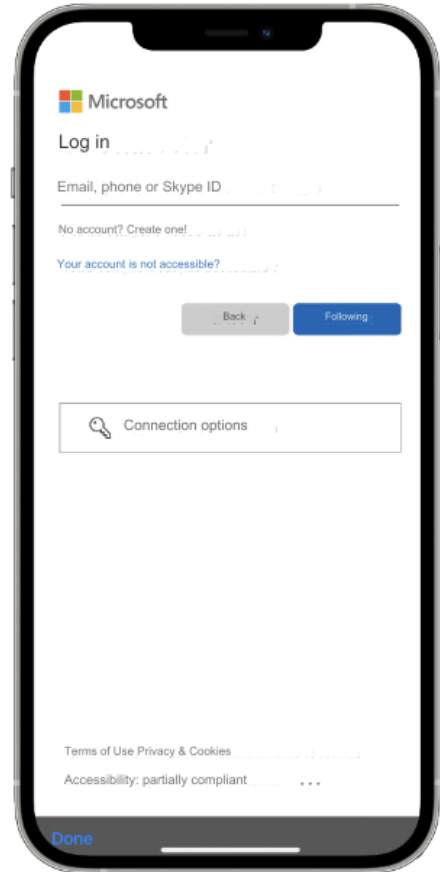
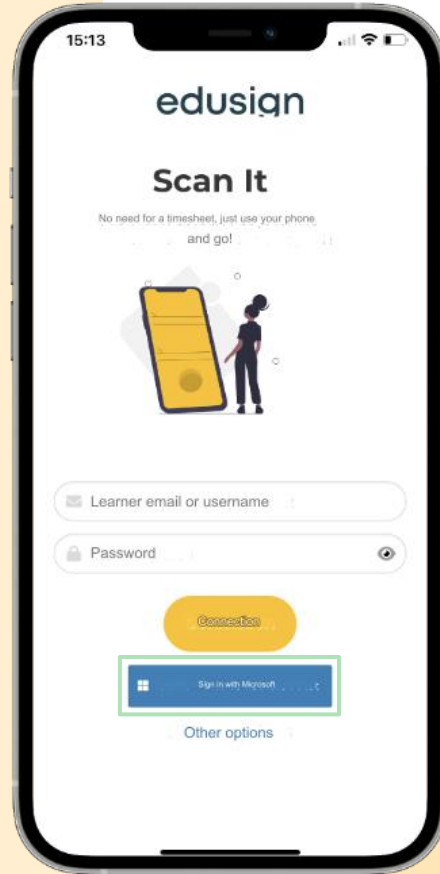
Use the login information received by email.

You can also log in on your computer.



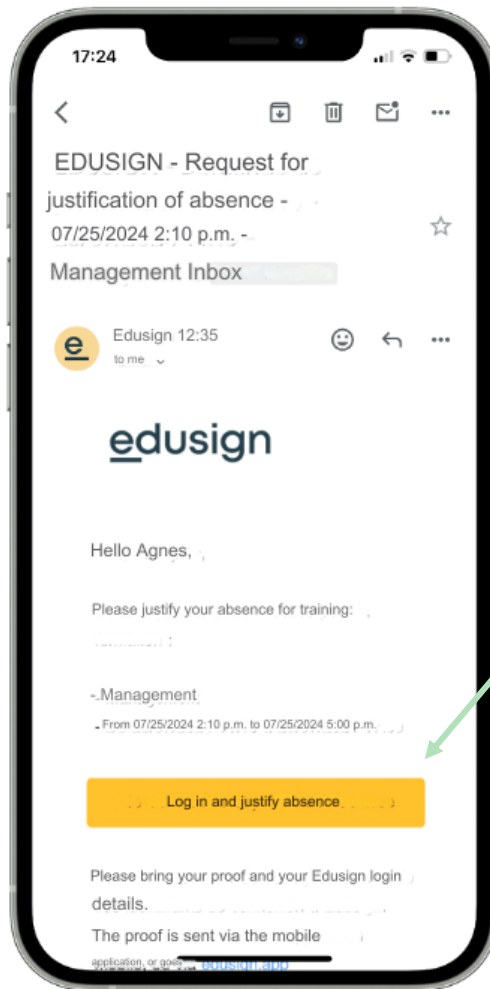
Sign in with Microsoft

If your school uses Office 365 and has asked you to sign in with your Microsoft account.



Justify your absence

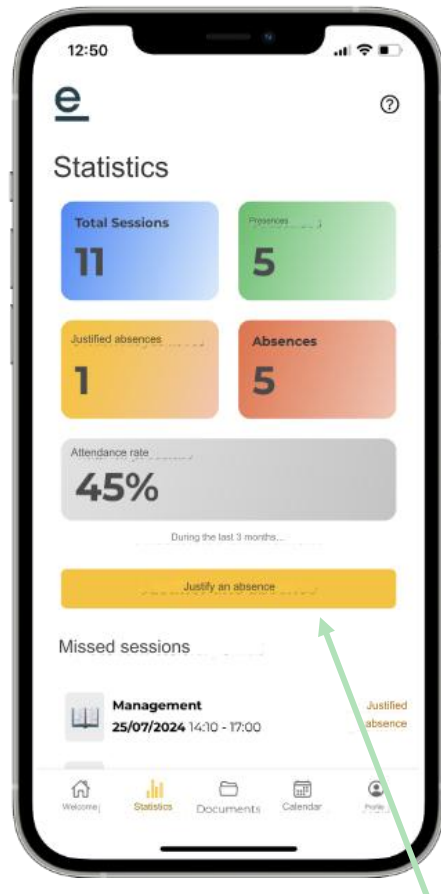
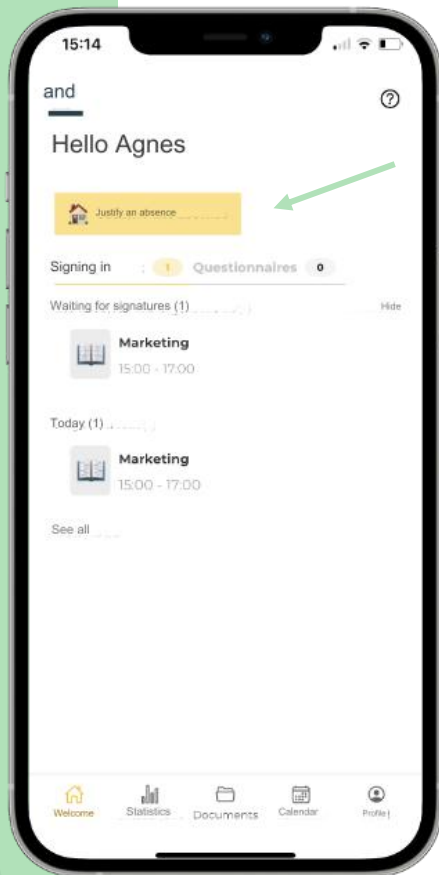
Your training organization may have sent you a request for proof by email. In this case, log in to your platform and send the proof linked to the request.



Click on this button to log in and send your absence certificate

Justify your absence

You can justify your absence from the Home tab or the Statistics tab.



Click on this button to send your absence certificate

Detail your absence

Il faudra renseigner : le motif, les dates et heures de début/fin d'absence, le justificatif (photo ou fichier).

12:39

and

< Back

Justify an absence

The justification request will be sent to an administrator for validation.

Justification

Select a justification

Start date

End date

Document

Take a picture

Or Select a document

☐ By validating your request for justification of absence, you accept that your data may

Send proof

12:41

and

< Back

Justify an absence

The justification request will be sent to an administrator for validation.

Justification

Select a justification Sick leave

24/07/2024 12:40

26/07/2024 12:40

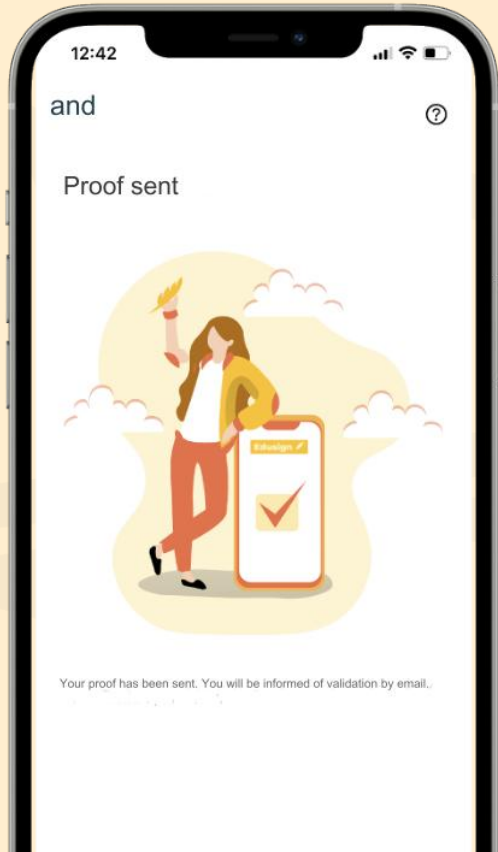
Document

Medical certificate.pdf

Add another document

☒ By validating your request for justification of absence, you accept that your data may be stored for the maximum legal retention period. Your data will be processed as part of the service offered by Edusign to the organization to which you belong, in order to justify your absence from training.

Send proof



That's it! Your receipt has been sent!

You will soon know whether your supporting document has been **accepted** or **rejected**.

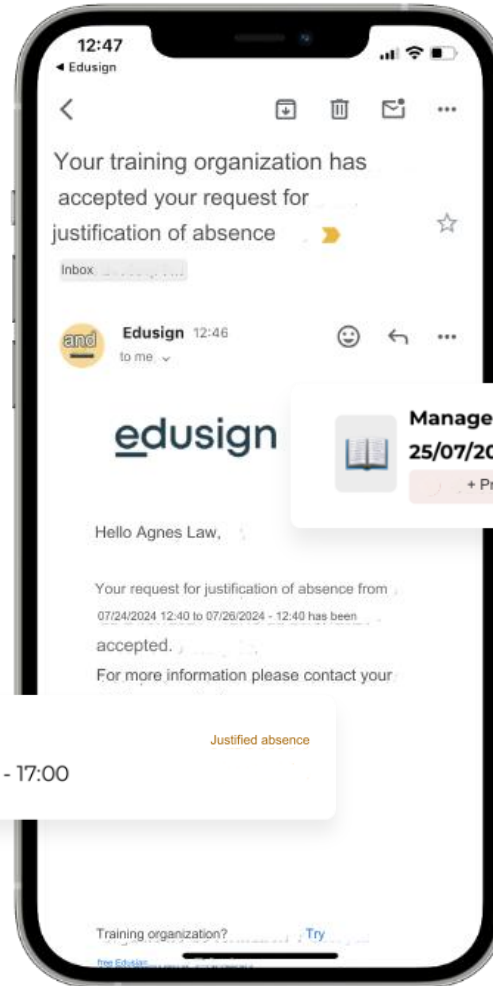
Receive confirmation that your absence has been processed

In addition to email confirmation, you can check the acceptance of your proof in your Statistics tab.



Management
25/07/2024 14:10 - 17:00

Justified absence





Thank you and have a good course!

Do you have a problem? Consult our Help for use or contact your training organization.