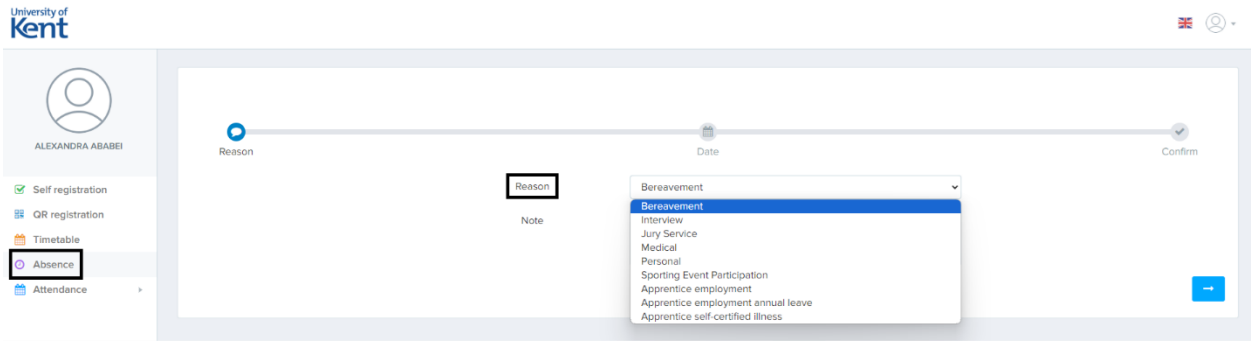
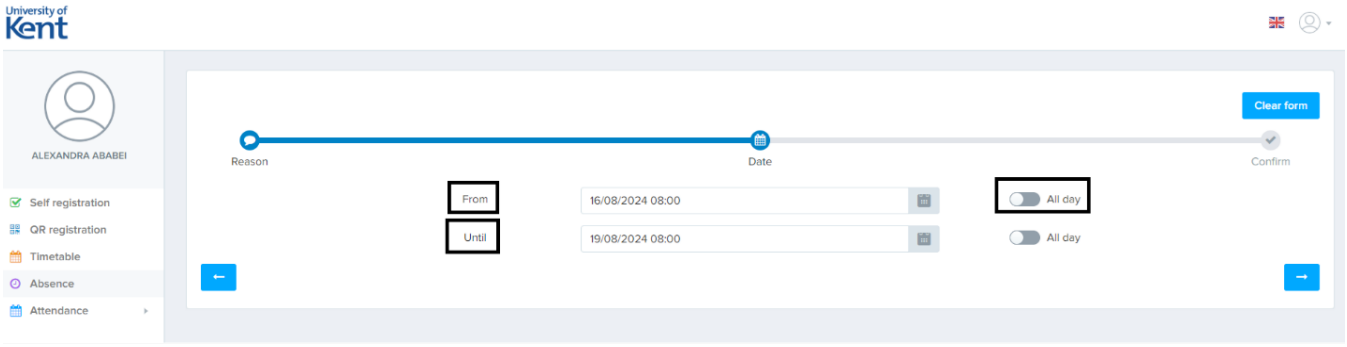
PRESTO STUDENT - How to log an absence.

1. **From Absence select the Reason. Add any relevant Notes to provide additional information.**
    a. Once logged into **Presto Student** navigate to the '**Absence**' option found near the left side of your screen.
    b. Once selected you will be prompted with the interface shown below. Select from the list of reasons in the drop-down menu.
    c. Add any relevant notes for additional information.

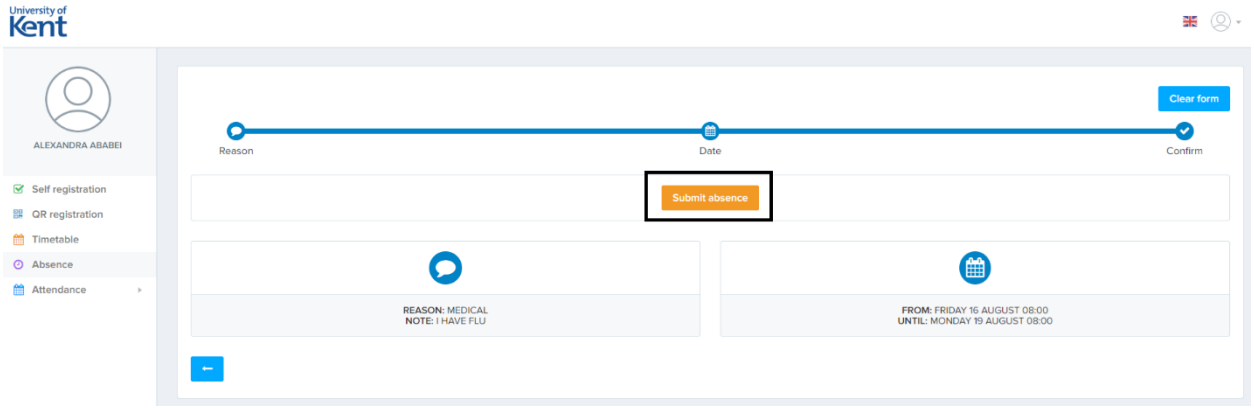


2. **Date Selection**
    a. Select the right date and time for your absence.
    b. If applicable select '**All day**' for the absence.



3. **Submitting an Absence**

a. Once you have entered the date of your absence you will progress onto the confirmation screen as shown below.
b. Check that the details you have entered are correct.
c. If correct, select '**Submit absence**'.
d. If incorrect, return to **Step 1**.



4. Submission Receipt

a. Once you have submitted your absence, you will be greeted with a receipt to confirm your submission as seen below.