

Time and Attendance Clock In / Clock Out Options

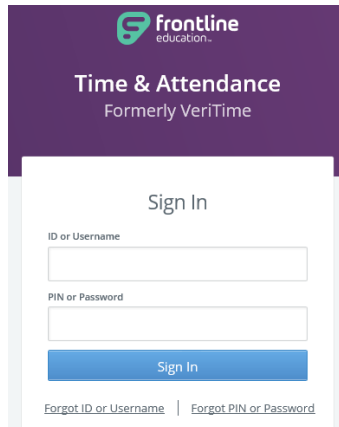
1. Swipe with your scan card (this is the same card as your building/copier card)

- ***Kiosk location varies by building. Please check in at main office for instructions.***
- If you are clocking in or clocking out outside of your normal daily work schedule you will be required to choose a reason from the drop-down comments.



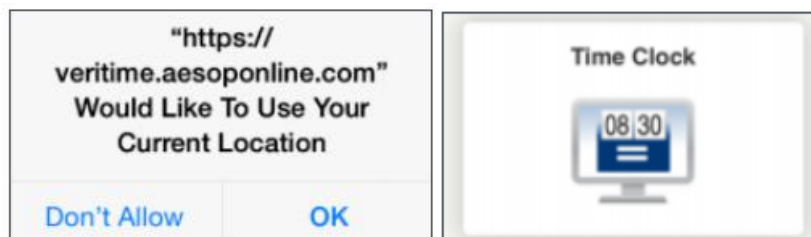
2. Login to a computer

- Sign in to <https://veritime.aesoponline.com>
- You will use the same login credentials that you use for Absence Management

A screenshot of the 'Time & Attendance' login page. The page has a purple header with the 'frontline education' logo and the text 'Time & Attendance Formerly VeriTime'. Below the header is a white box with the title 'Sign In'. Inside this box are two input fields: 'ID or Username' and 'PIN or Password'. Below the input fields is a blue 'Sign In' button. At the bottom of the box are two links: 'Forgot ID or Username' and 'Forgot PIN or Password'.

3. Use your smartphone

- Open an internet browser on your smartphone. Then, to go <https://veritime.aesoponline.com> and enter your ID and PIN to log into your account.
- When you first load the page, you will be asked to allow the time and attendance Clock to use your current location. ***You must tap OK in order to use the time clock on your smartphone.***



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4. Download the Frontline mobile app

- Access the app store on your mobile device and enter "Frontline Education" in the search bar.
- Click the Get or Install button and install the app.
- Once you complete the download, open the app to view an initial welcome screen.
 - Your district provides you with a unique 4-digit invitation code.

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- Enter this code in the space provided and click *Continue*.
- The welcome page displays "Accepted" if you enter the correct credentials. Click *Continue to proceed*.
- The Sign In page then appears. Simply enter the username and password for your updated Frontline Account and click Sign In.

