Time and Attendance Clock In / Clock Out Options
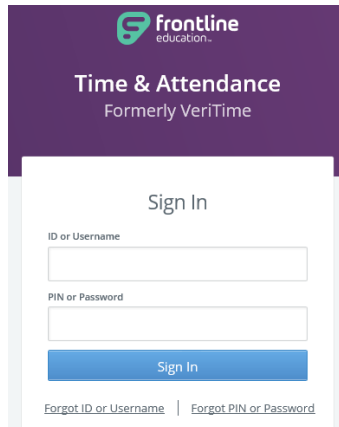
1. **Swipe with your scan card** (this is the same card as your building/copier card)
   - ***Kiosk location varies by building. Please check in at main office for instructions.***
   - If you are clocking in or clocking out outside of your normal daily work schedule you will be required to choose a 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

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***.
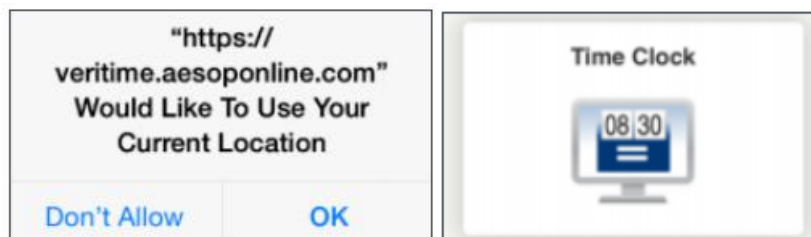
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4. **Download the Frontline mobile app**
   - Access the app store on your mobile device and enter "Frontline Education" in the search bar.
   - Click the Get or Install button and install the app.
   - Once you complete the download, open the app 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.