

Clock In and Clock Out

Mobile App

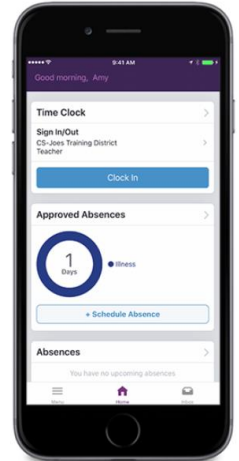
Download the "FRONTLINE EDUCATION" app from the app store on your mobile devices.

Once you complete the download, open the app to view an initial welcome screen.

- Your district provided unique 4-digit invitation code is: **7354**

Locate the section titled "Time Clock" and click **Clock in** to initiate the sign-in process.

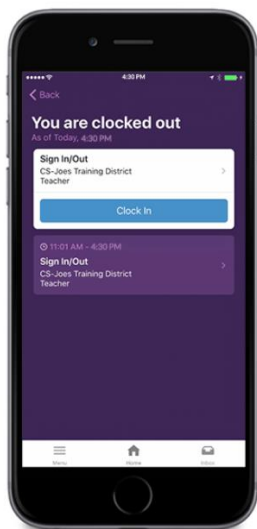
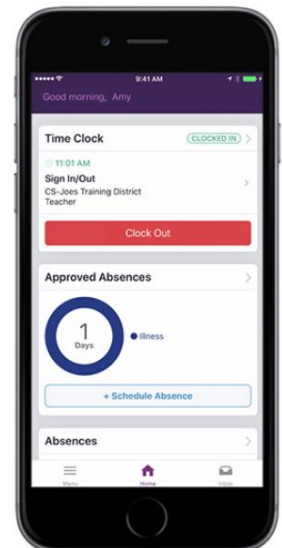
- As a first-time user, the system will prompt you to enable location services. This confirmation allows the app to use your current location, and it is a requirement in order to use the clock-in feature on your smartphone.



Click **Enable Location Services** and select **Allow** to proceed.

Confirm your job type/location and click the blue **Clock In** button.

- To use the clocking feature you **must be connected to the RCS District WiFi using your district user id and password** (do not use the RCS guest profile)



This button will turn red and read "Clock Out" after you successfully sign in.

You can then follow similar steps and click **Clock Out** once you complete your day. The system will confirm the clock out time and record the work details on your timesheet.