

INSTRUCTIONS FOR ACCESS



As a P-BVUSD Employee you received a **Frontline Absence Management System** email to create your account. This email is sent to your District Email or the Personal Email that was provided to Human Resources upon onboarding and **expires after 30 days**. The subject of the email is: "Panama-Buena Vista Union School District has invited you to Absence Management".

Click: Create a Frontline ID to create your Username and Password

All employees are required to place their absence and will be unable to do so unless a Frontline account is set up. Frontline can also be accessed at **pbvusd.info/frontline**.

Inputting your absence:

1. Select the date range of your absence by clicking the start calendar date and end calendar date.
2. Select your absence reason
3. Click, **Create Absence**
4. You will receive a confirmation number upon submission. It will also be sent to your email address.

If you need assistance, please contact:

Taylor Popplewell tpopplewell@pbvusd.k12.ca.us (Classified Staff)

Lynn Sheetz lsheetz@pbvusd.k12.ca.us for (Certificated Staff)



P-BVUSD email is Gmail based. You can login by going to mail.google.com, or by downloading the Gmail app on your smartphone.

If this is your first time logging in, enter your district email address. Your password will be the first letter of your last name (uppercase), the next three letters of your last name (lowercase), and the last four of your Social Security Number (SSN). For example "John Smith" is an employee with SSN 123-45-6987. His password would be Smit6987. Once you login for the first time you will be prompted to create a new password.

If you need assistance, please contact Support:

support@pbvusd.k12.ca.us

(661) 831-8331 ext 6148