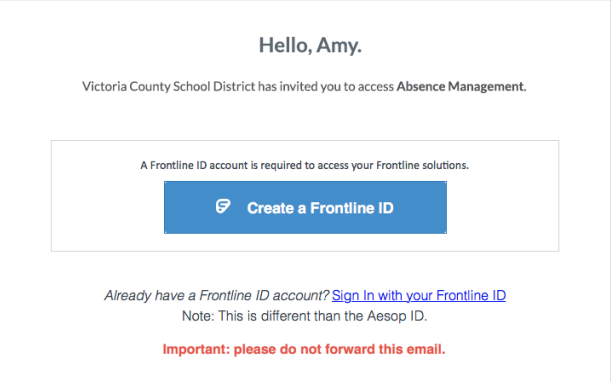
Creating your Account

Once you create your account, you will have the ability to access all Frontline applications with a single username and password and to access any Frontline application via a single URL.

GETTING STARTED

Once hired, you will receive an invitation email to create a Frontline ID account.

Click **Create a Frontline ID** within the invitation email.



This selection takes you to a Sign In page where you must create login credentials in accordance to Frontline requirements.

CREATING AN ACCOUNT

Create your Username following this template:

- firstname.lastname

Create your Password - must have 8 characters containing...

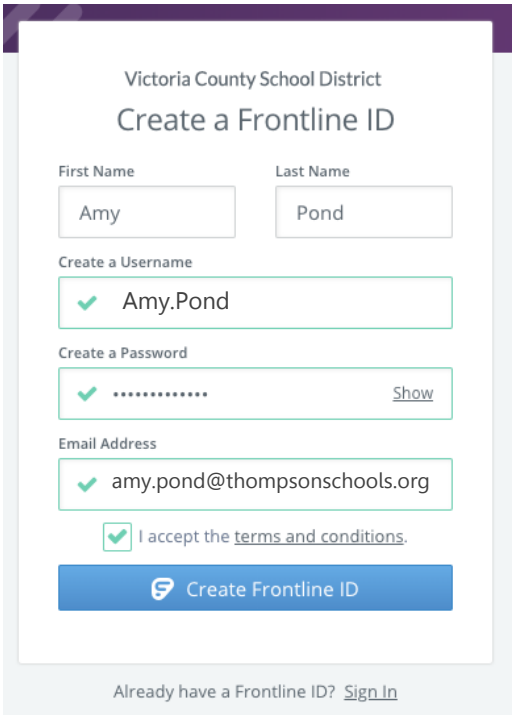
- 1 alphabet character
- 1 number or special character

Include an email address to provide a means for password recovery. You can use your personal email if you plan on using that email.

Click the check box to accept the terms and conditions.

Once you are finished, click **Create Frontline ID**.

The system signs you in with your new username and password and requires these credentials for any future logins. (Write these down!)



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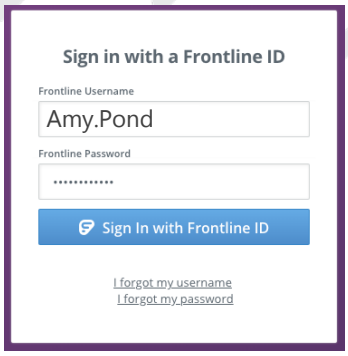
SIGN ON PAGE

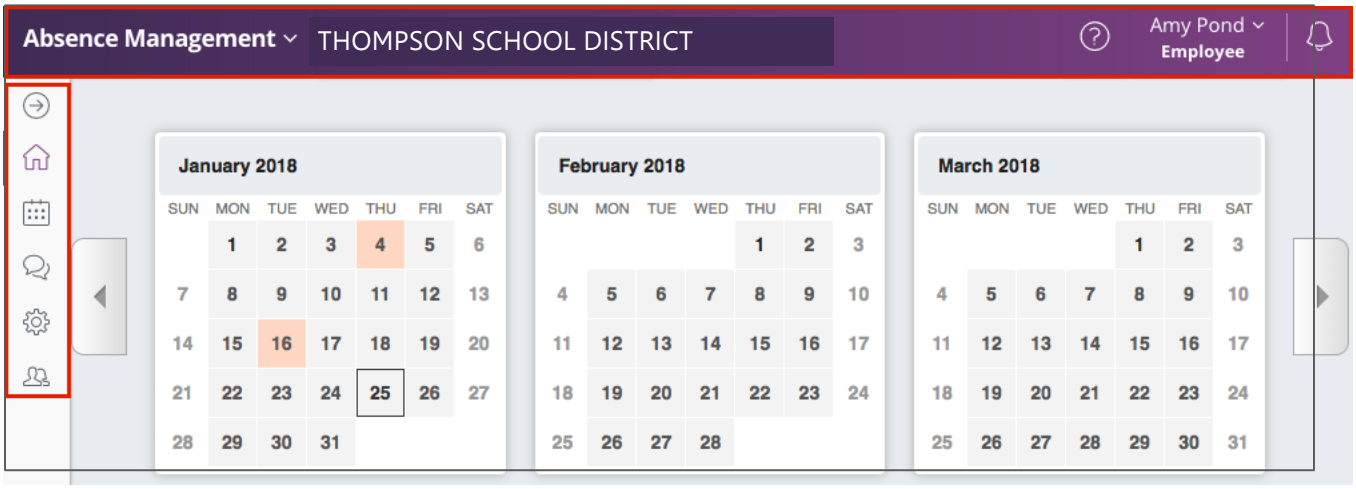


With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

Go to app.frontlineeducation.com, enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.

LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have), access help resources along the top purple bar.



If you have any additional questions, you can reference Frontline Support by clicking on the Question Mark button on the top right of the screen.
You can then select to search for the solution on your own by clicking **Frontline Support**, or you can contact your **organization's contact** by the info provided there.

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