



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!)

Invitation email content:

Hello, Amy.

Victoria County School District has invited you to access **Absence Management**.

A Frontline ID account is required to access your Frontline solutions.

[Create a Frontline ID](#)

Already have a Frontline ID account? [Sign in with your Frontline ID](#)

Note: This is different than the Aesop ID.

Important: please do not forward this email.

Victoria County School District

Create a Frontline ID

First Name: Amy

Last Name: Pond

Create a Username: ☒ Amy.Pond

Create a Password: ☒ [Show](#)

Email Address: ☒ amy.pond@thompsonschoools.org

☒ I accept the [terms and conditions](#).

[Create Frontline ID](#)

Already have a Frontline ID? [Sign In](#)

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.



Sign in with a Frontline ID

Frontline Username
Amy.Pond

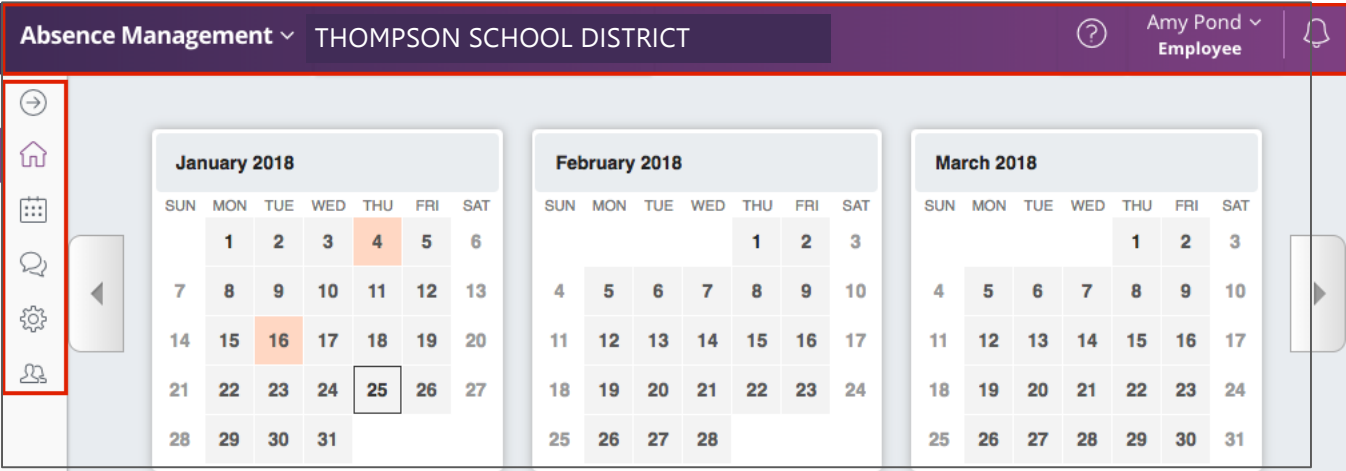
Frontline Password

 Sign In with Frontline ID

[I forgot my username](#)
[I forgot my password](#)

LAYOUT

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



The screenshot shows the application interface for Thompson School District. The top navigation bar is purple and contains the text "Absence Management" with a dropdown arrow, "THOMPSON SCHOOL DISTRICT", a question mark icon, the user name "Amy Pond" with a dropdown arrow, the role "Employee", and a bell icon. On the left, a side navigation bar is highlighted with a red box, containing icons for Home, Calendar, Chat, Settings, and Profile. The main content area displays three calendar views for January 2018, February 2018, and March 2018. The January calendar shows dates 1 through 31, with the 4th and 16th highlighted in orange. The February and March calendars also show dates 1 through 31.

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.

