Accessing Absence Management

Browse to https://app.frontlineeducation.com/

– OR –

1. Browse to https://www.fcusd.org
2. Select **Staff** from the bar at the top
3. Sign into the website with FCUSD username (without @fcusd.org) and password
4. Select the **Absence Management** icon
5. Select **"Log in Page for Absence Management"**
6. Select "**Or Sign in with Organization SSO**" option below the Frontline username/password fields.
7. Enter full @fcusd.org email address and password (Note: You may be forced to complete MFA at this step.)
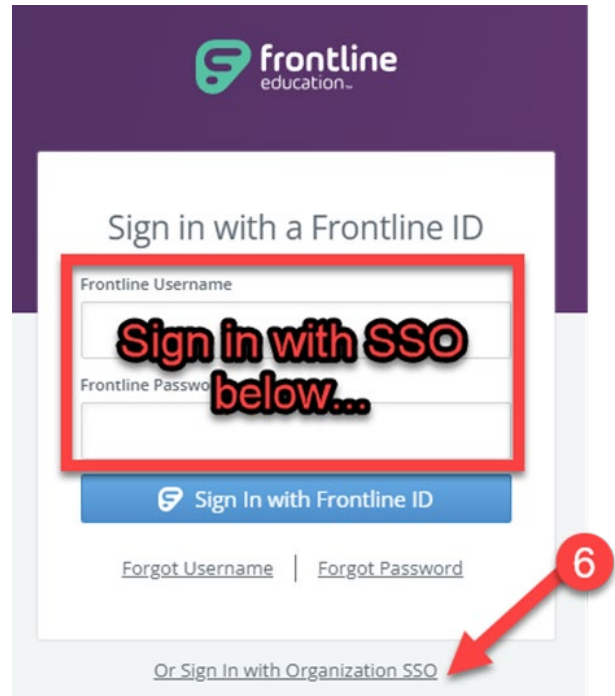
Creating an Absence

From the **Create Absence** tab, you'll create an absence with the following fields:

1. **Selected dates** - Select the dates on the calendar.
2. **Absence Reason** - Click on the drop-down and choose the reason for your absence.
3. **Time** - Select from the listed options based on the amount of time needed.
4. **Time Absent** - Duration of time you'll be out. Example: 5hrs 50mins = 5.75hrs
5. **Create Absence** - Your absence is not recorded or complete until you receive a confirmation number after clicking this button.
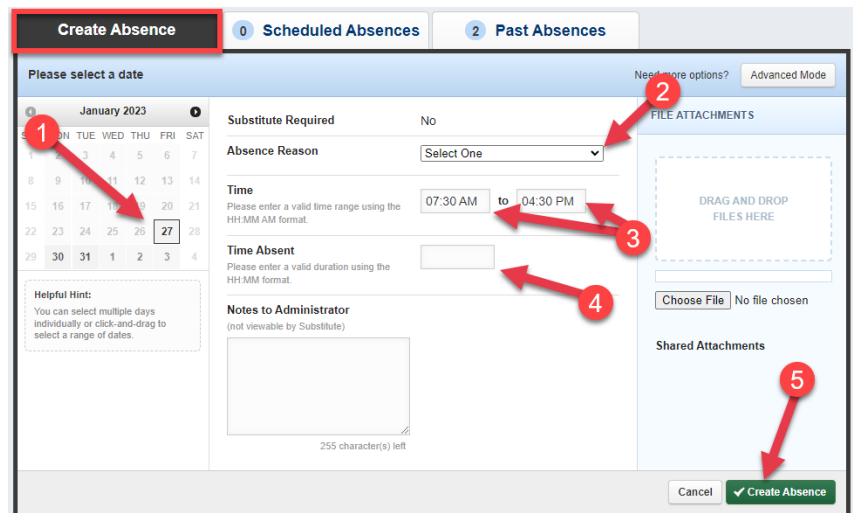
Troubleshooting

If you have issues when entering an absence, please contact your **site/dept Admin Assistant**.

If you still have issues or questions, please contact:

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