

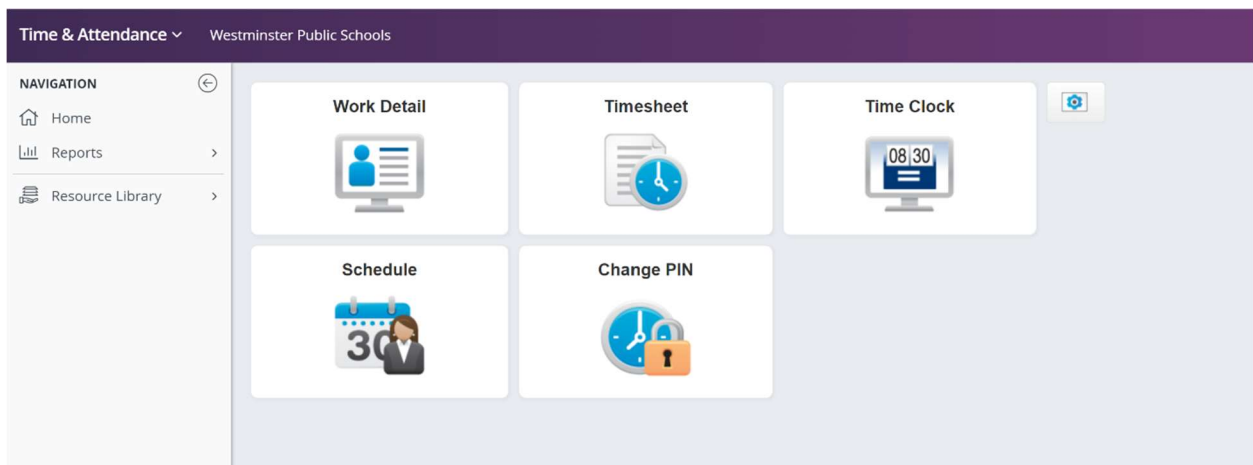
# Clocking In/Out with Frontline Education

In order to access Frontline to clock in and out, employees can use a computer and go to the Frontline website, or they can download the Frontline app to their mobile device.

Note: Mobile devices must be connected to the district WIFI in order for the clock in/out functions to work.

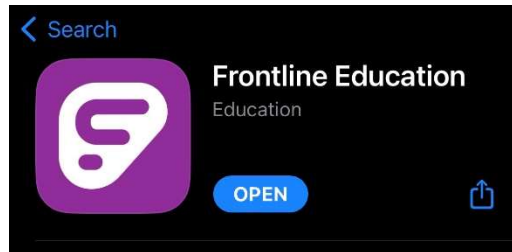
## Website Instructions:

- Go to the district website <https://www.westminsterpublicschools.org/> and click on **STAFF**
- Sign in with your email, then select **EMPLOYEE RESOURCES – TIME & ATTENDANCE**
- Sign in using your district email and password
- Once signed in, you will click on the **Time Clock** icon
- Another window will pop up with your Schedule, Event History, Location & Job Type listed
- Click on the green **In** or **Out** button to clock in/out

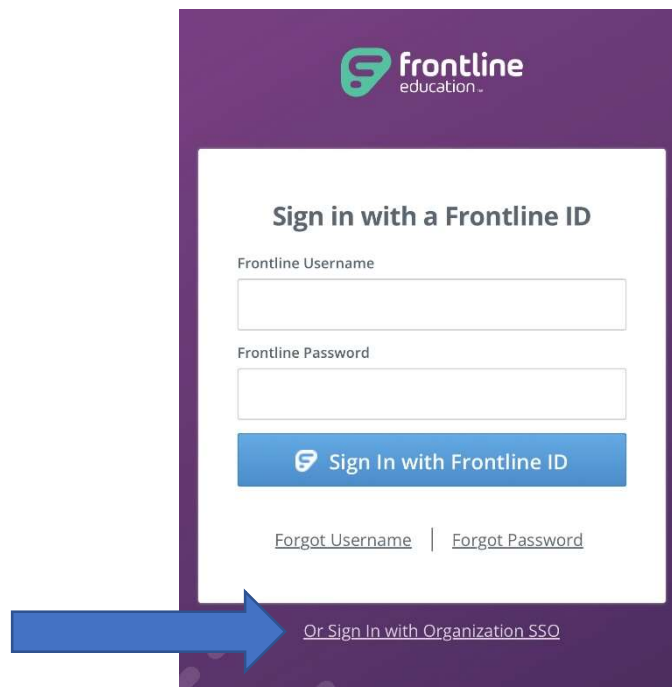


## Mobile App Instructions

- Download the Frontline Education app



- Log in by selecting the **Or Sign In with Organization SSO** option below the Frontline Username and Password box



- Sign in using your district email and password
- Once signed in, you will see the Time Clock section at the top of your homepage
- Click the **Clock In** or **Clock Out** button to clock in/out
- The app can also be used to view and approve your timesheets and to submit absence requests