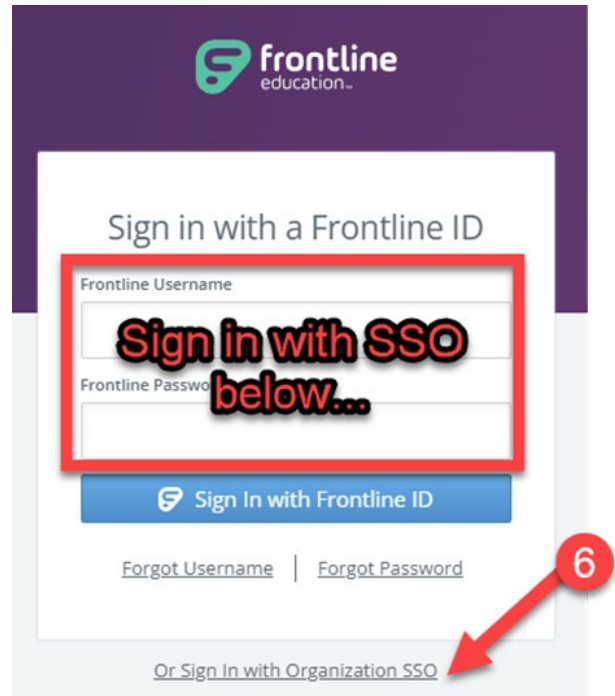


Accessing Absence Management

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

– OR –

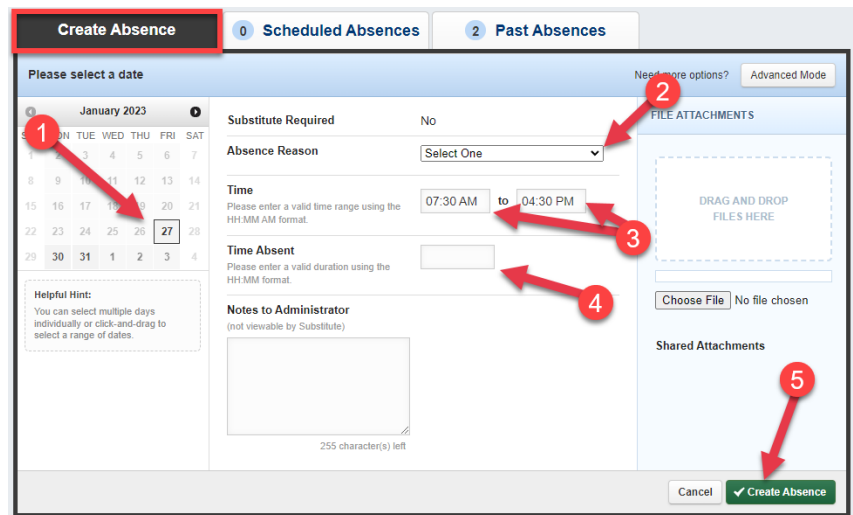
1. Browse to <https://www.fcusd.org>
2. Select **Staff** from the bar at the top
3. Sign into the website with FCUSD username (without @fcusd.org) and password
4. Select the **Absence Management** icon
5. Select “**Log in Page for Absence Management**”
6. Select “**Or Sign in with Organization SSO**” 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:

Charlotte Torres – ctorres@fcusd.org / 916.294.9000 x 104455