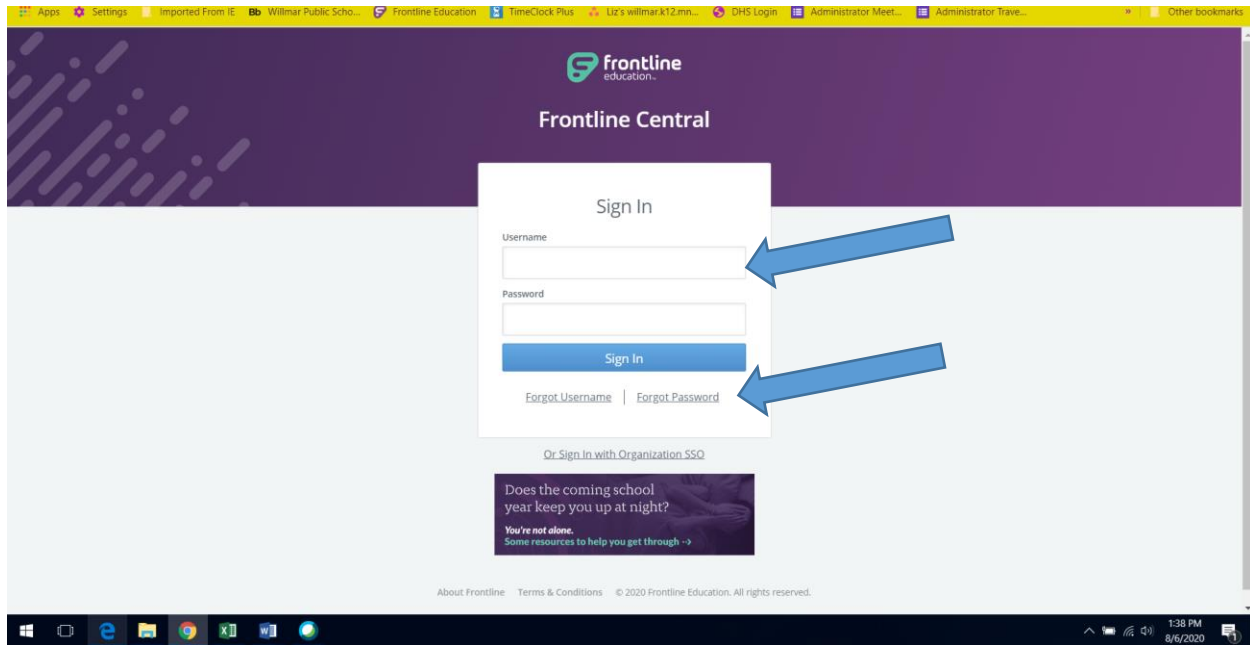
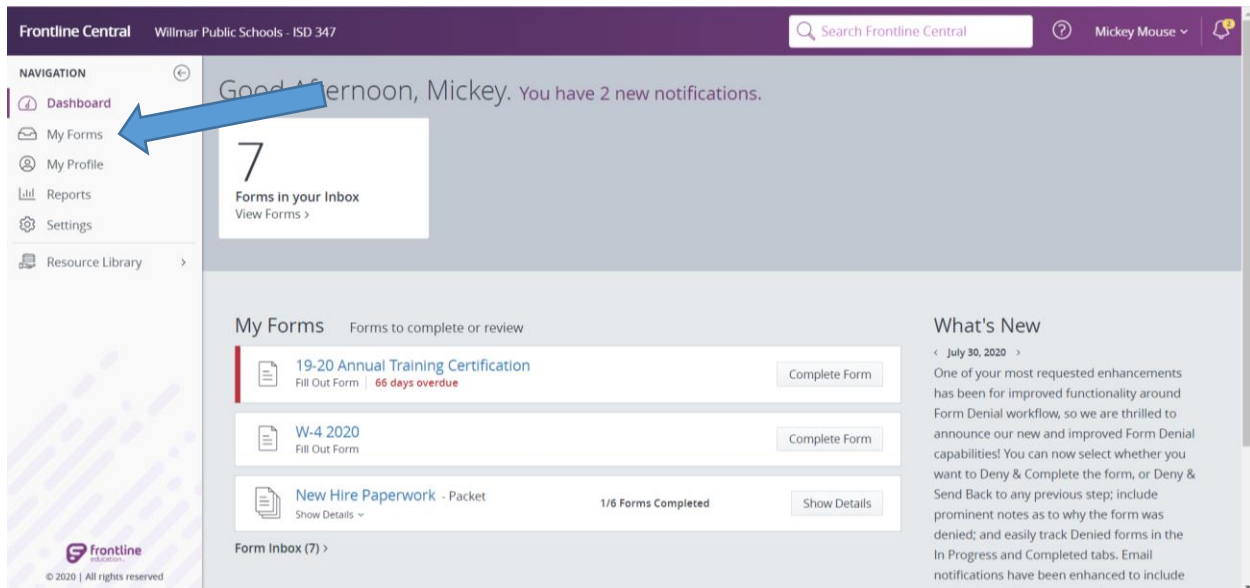


How to Complete a Form in Frontline Central

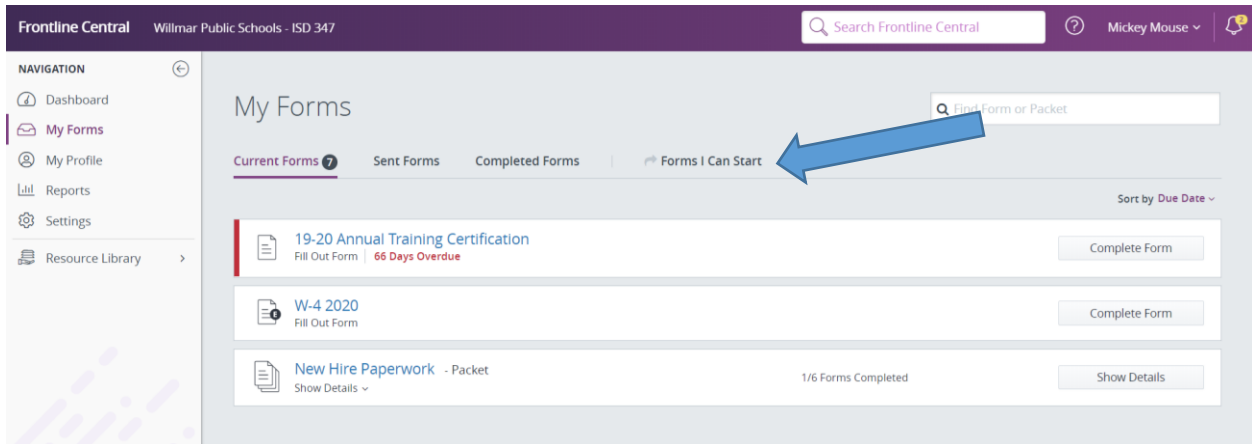
Log in to your Frontline Central account using the username and password you have set up. If you do not recall your username or password, use the links below the Sign In to reset. If you have never set up your account, please contact Dena Horning (horningd@willmar.k12.mn.us) to gain your initial access.



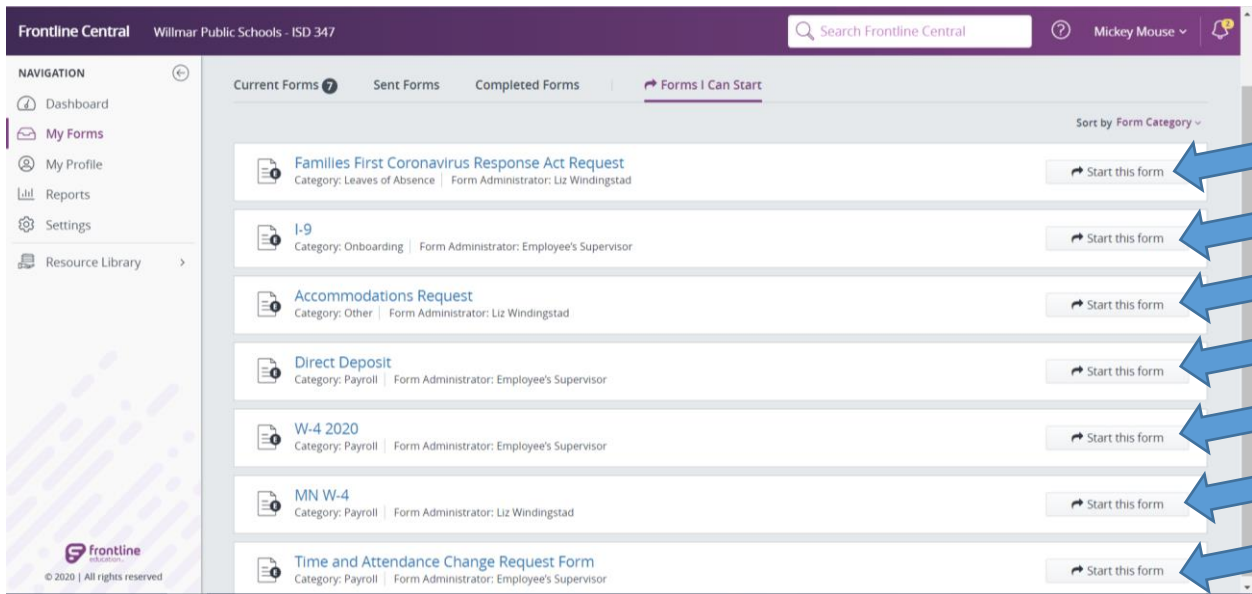
Once you are logged in to your Frontline Central account, click on My Forms.



Click on Forms I Can Start.



Click the Start This Form button that is associated with the form you are requesting.



Review the form to determine if it is a “simple” form or one with a PDF Overlay by looking in the upper right corner for the “PDF Overlay” box.

The screenshot shows the 'I-9' form in Frontline Central. The browser address bar is `app.frontlineeducation.com/ec-forms/form-instance/8ebcb66a-5b12-45cd-b641-be75cc63f684?returnUrl=~2Fec-forms~2Fmy-forms%3FactiveTab%3Diniti...`. The form title is 'I-9' and it was sent today at 1:58 PM by Mickey Mouse. In the top right corner, there are buttons for 'Delete', 'Print Form', and 'Save Progress'. Below these, there are two tabs: 'Web Form' and 'PDF Overlay'. A blue arrow points to the 'PDF Overlay' tab. The main content area is divided into two columns. The left column is titled 'To be completed by employee' and contains instructions, 'Section 1. Employee Information and Attestation', and input fields for 'Employee Name' (First, Middle, Last) and 'Address'. The right column contains 'Attachments' (New I-9 Form.pdf), 'Form Workflow' (Step 1: To Be Completed By Employee, Step 2: To Be Completed By Employer, Step 3: Review Profile Updates), and participant information.

The screenshot shows the 'Accommodations Request' form in Frontline Central. The browser address bar is `app.frontlineeducation.com/ec-forms/form-instance/7e5c6a89-0ff3-45dc-b1f2-8630cba8998f?returnUrl=~2Fec-forms~2Fmy-forms%3FactiveTab%3Diniti...`. The form title is 'Accommodations Request' and it was sent today at 1:57 PM by Mickey Mouse. In the top right corner, there are buttons for 'Delete', 'Print Form', and 'Save Progress'. Below these, there are two tabs: 'Web Form' and 'PDF Overlay'. A blue arrow points to the 'PDF Overlay' tab. The main content area is divided into two columns. The left column contains instructions for the employee, 'Legal Name' (First Name, Last Name), and 'Position Name' (Library/General Para, Location: District Office). The right column contains 'Attachments' (No attachments), 'Form Workflow' (Step 1: Employee Submits Request, Step 2: HR Reviews Accommodations Request), and participant information.

If the form is a “simple form” with no PDF overlay, simply read the directions, fill in the associated information, add any additional notes or comments, and click Submit Form.

City or Town

State

ZIP Code

Comments - Visible to all participants

Submit Form

If the form is a PDF Overlay, it is highly recommended that you click over to the PDF Overlay view so you can view the entire form prior to completing the necessary information. Note that when you are in the Web Form version of the form, you are only seeing the information you need to fill in or complete. To see the full view of the form you must be in PDF Overlay view. For example:

\\\\C:\Users\fishere\Downloads\F9e900a9-8bfa-4aa0-b92e-1997a5f7c32c.pdf

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Moose	Mickey		

Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A non-citizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____

Some aliens may write "N/A" in the expiration date field. (See instructions)

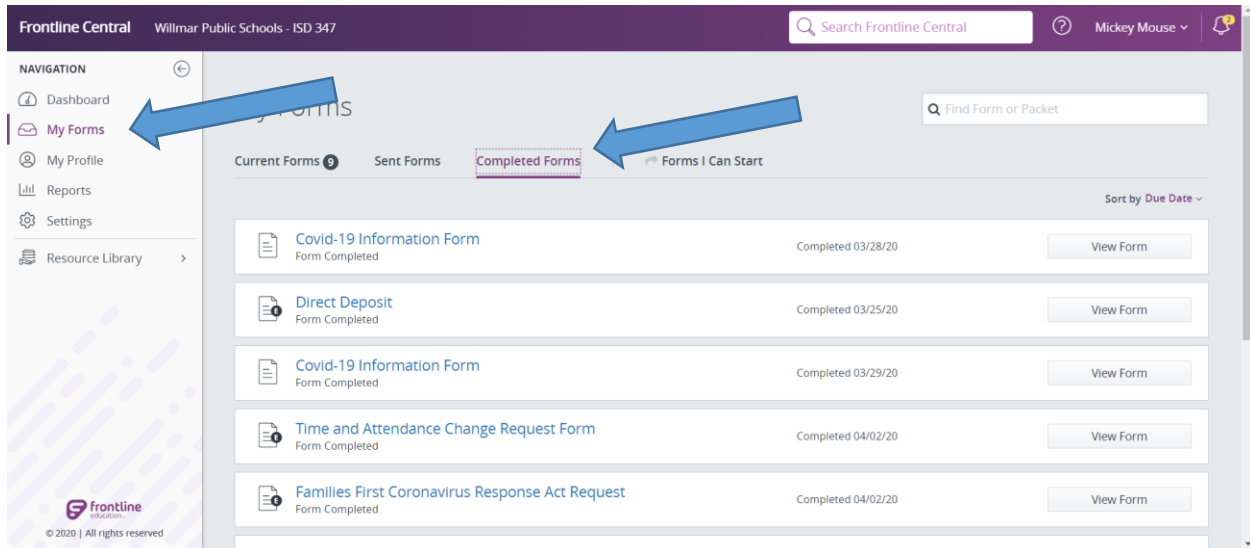
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____	QR Code - Section 1 Do Not Write in This Space
OR	
2. Form I-94 Admission Number: _____	
3. Foreign Passport Number: _____	
Country of Issuance: _____	

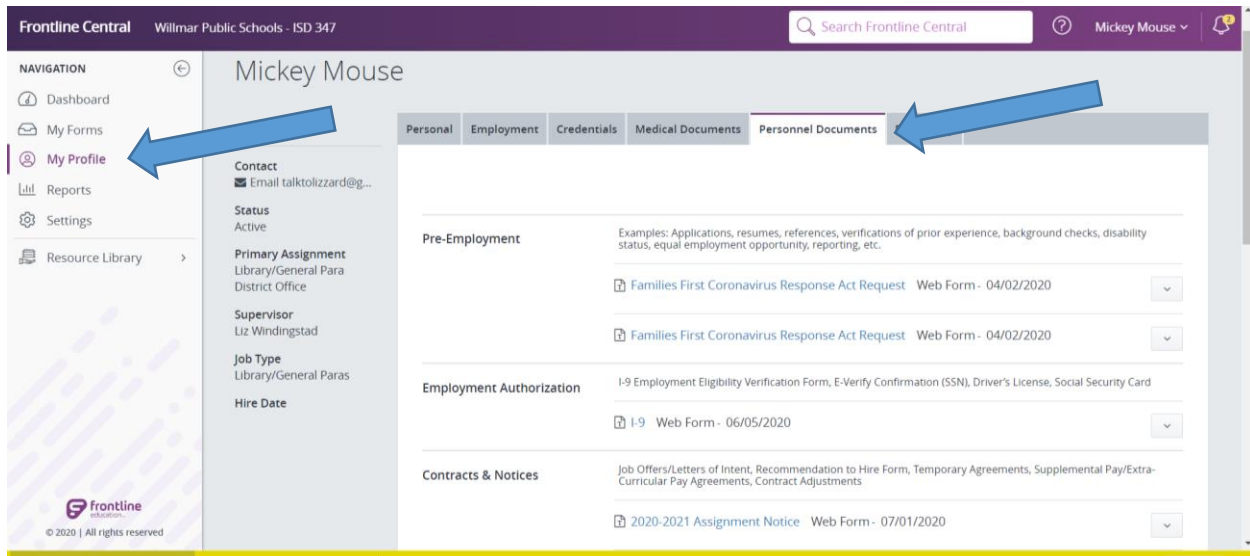
Signature of Employee	Today's Date (mm/dd/yyyy)

After viewing the form in PDF Overlay (if that is an option), click back over to Web Form, complete the requested information, and click Submit Form.

Your form will automatically route to the necessary people for next steps. Once completed you will receive an email regarding its completion and you can view your forms anytime in Frontline Central. To view your forms, simply go back to My Forms and click Completed Forms.



You may also view all of your forms in My Profile. Then click the tab at the top associated with the type of form you are looking for. Most of them will be under Personnel Documents.



For questions regarding Forms or Frontline Central, please contact Dena Horning (horningd@willmar.k12.mn.us) or Jena Tollefson (tollefsonjl@willmar.k12.mn.us) in the HR Department.