



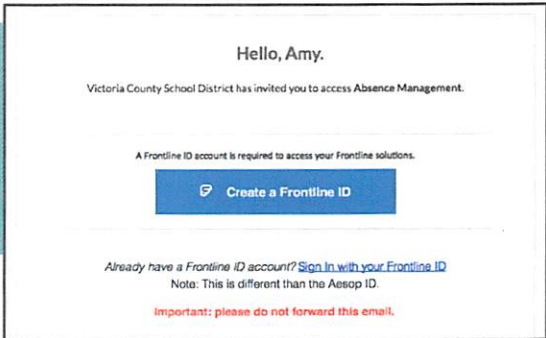
## Identity Management

Once your organization upgrades to the Frontline Insights Platform, you can begin to utilize new and improved system functionality! These new upgrades allow you to log in to all your Frontline applications with a single username and password and to access any Frontline application via a single URL.

### GETTING STARTED

On the date your district upgrades, you will receive an invitation email to create a Frontline ID account.

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.



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

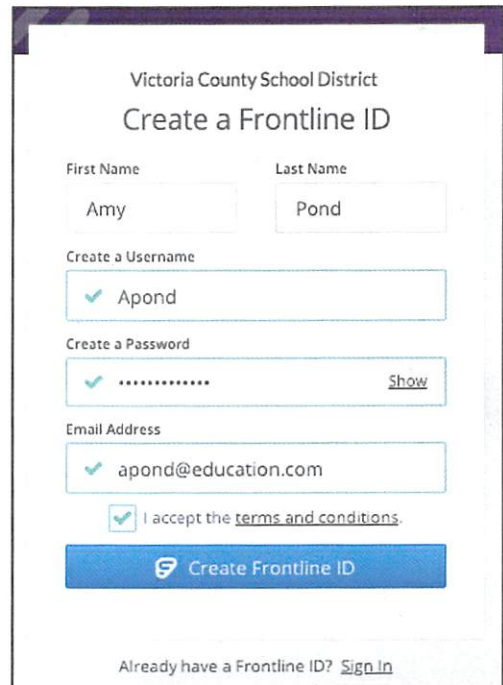
Your new username must contain 1 alphabet character and at least 4 total characters. (You can potentially use your email address, first initial and last name, or a different, district-preferred combination.)

The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address to provide a means for password recovery/verification and click the checkbox to accept the terms and conditions.

Once you are finished, click **Create Frontline ID**.

The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires these credentials for any future logins.



## 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](http://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.

If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.

## LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.

If you have any additional questions, please reference your application's Learning Center!





# The Employee Home Page

Fabian Dittrich


Your application homepage provides access to district notifications, absence details, and much more!

Click a hyperlink below to jump to that topic:

- Web Alerts
- Side Navigation
- Calendar
- Absence Tabs
- Application Options

The screenshot displays the 'Absence Management' interface for Victoria County School District. The top navigation bar includes the user name 'Amy Pond Employee' and a notification bell icon. The main area features three calendar views for April, May, and June 2018. A legend below the calendars identifies 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow). Below the calendars are four tabs: 'Create Absence', '3 Scheduled Absences', '1 Past Absences', and '0 Denied Absences'. The 'Create Absence' form is active, showing a date selector for April 11, 2018. The form includes fields for 'Substitute Required' (set to Yes), 'Absence Reason' (a dropdown menu), 'Time' (set to Full Day, 07:00 AM to 03:00 PM), and text areas for 'Notes to Administrator' and 'Notes to Substitute'. A 'FILE ATTACHMENTS' section is on the right, with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons. A copyright notice '© 2018' is visible in the bottom left corner.

## Web Alerts

Once logged in, you may see a pop-up message that highlights important district notifications. These alerts are marked by priority (e.g. "high," "low," etc.) and contain system or organization-specific messages. You can revisit these notifications at any time via the  **Notifications** icon in the top right corner of the application page.

Once you have read the alerts, click the **Dismiss** button to proceed to your homepage.

**Important Notifications** ✕

**High** Victoria County School District posted on Friday, March 28, 2018

Don't forget that this Friday is dress like a cowboy day!

[Dismiss](#)

### Side Navigation

Your side navigation lists absence details, feedback, system preferences, and a substitute/approver directory.

Absence Management ▼
Victoria County School District ▼

**NAVIGATION** ⬅

- 🏠 Home
- 📅 Absences ➤
- 💬 Feedback
- ⚙️ Account
- 👤 Directory

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- 📖 Resource Library ➤

**May 2018**

WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3							1
7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	16	17	18	19	20	21	22
28	29	30		23	24	25	26	27	28	29
				30	31					

Navigation

- 📅 **Absences**

Create a new absence (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence>) or review past absences (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265967-Viewing-Past-Absences>).
- 💬 **Feedback**

Leave feedback (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384828-Leaving-and-Reviewing-Feedback>) for jobs completed within the past 14 days or view recently provided feedback.
- ⚙️ **Account**

View account options that include Personal Information (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384548>), PIN Changes (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265747>), Shared Attachments (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265787-Uploading-Shared-Attachments>), Preferred Substitutes (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384808>), Excluded Substitutes (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384848-Creating-an-Excluded-Substitutes-List>), and Absence Reason Balances (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265827-Absence-Reason-Balances>).
- 👤 **Directory**

View the contact details affiliated with substitutes and approvers.

### Calendar



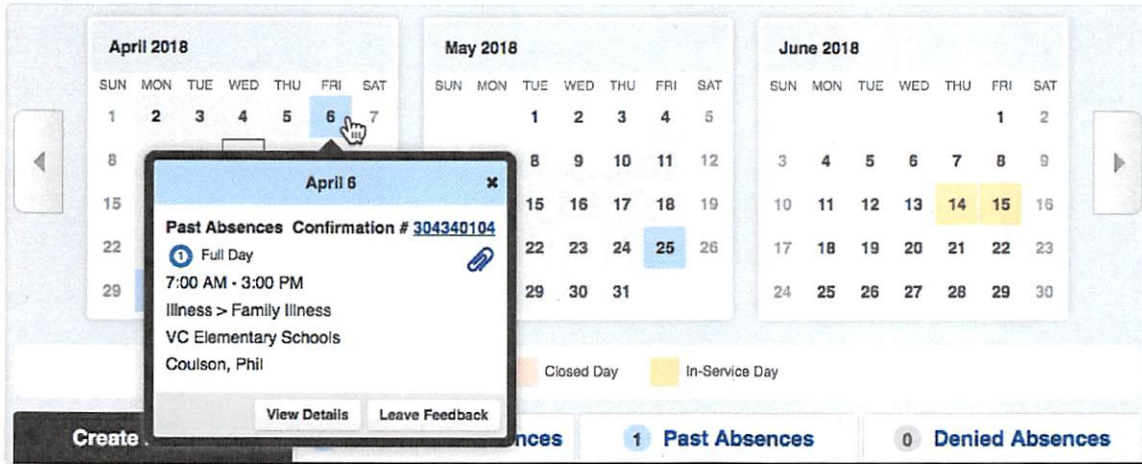
The calendar provides an overview of your scheduled absences and any closed or in-service days affiliated with your district. It is also color coded to indicate the different types of days.

### Calendar Options

- Black Box** A black box around a date represents that it is the current day.
- Blue Box** A blue box represents a past or scheduled absence.
- Pink Box** A pink box indicates a Closed day.
- Orange Box** An orange box indicates an In-Service day.
- Arrows** Use the arrows on either side of the calendar to view previous or future months.

You can also click on an individual day within the calendar to view details for that specific date.

If there is an absence on that day, you can take action on that absence right from the pop-up. Or, if it is an open day, you can initiate the creation of an absence.



## Absence Tabs

Locate the "Absence" tabs directly beneath the calendar. These tabs allow you to quickly create new absences as well as view upcoming, past, and denied absences.

### Absence Options

- Create Absence** Here, you can create a basic absence right from the home page.
- Scheduled Absences** This tab lists any upcoming absences that you have already scheduled. Depending on your permissions, you may also be able to cancel absences from here. The number on the tab represents how many scheduled absences you have.
- Past Absences** This tab allows you to view your absences for the past 30 days. The number on the tab represents how many past absences you have within that 30 day range.
- Denied Absences** This tab shows any absence requests that were denied by your approver. The number on the tab represents how many denied absences you have.

## Application Options

Based on permissions and your district setup, you may have access to options specific to your application, district, help resources, and Frontline ID account at the top of the page.

Top Bar

- Application** Employees with access to multiple applications can alternate between them via the dropdown provided beside the application.
- Organization** Employees who work across multiple districts can alternate between them via a dropdown provided beside the district.
- "@" Help Resources** View your organization's contact information and select the **Frontline Support** link to view application help content.
- Account** Select the dropdown beside your name to access your account settings for your Frontline ID account (if applicable) or sign out of the application.
- "🔔" Notifications** Select the "bell" to review any district alerts/notifications.