Toggling Between Frontline User Profiles
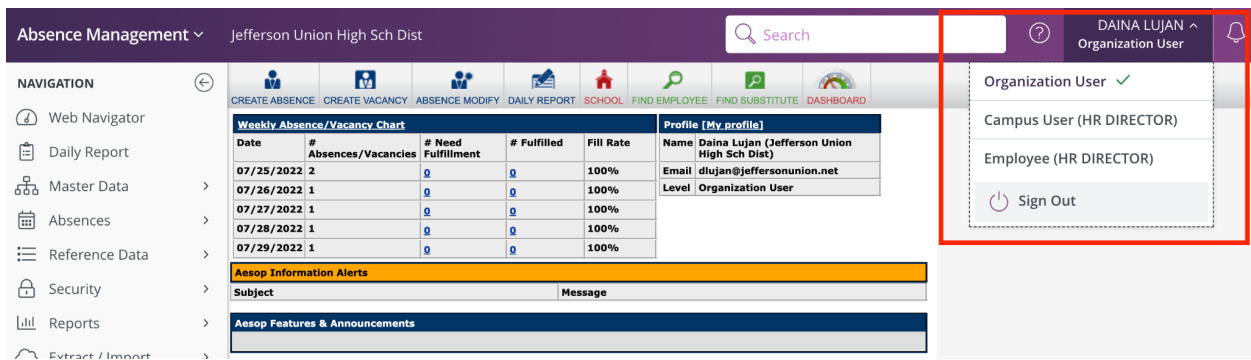
Some Frontline users such as administrators and administrative assistants may have more than one Frontline user profile. This document provides an overview of how to transition between user profiles on Frontline on the computer and via the mobile app.

Toggling Between User Profiles on the Computer/Laptop

1. In the upper right corner, click on your name. This will open a drop-down menu for you to select different profiles.
   - The **Campus User Profile** opens an overview of employee absences as well as options to create absences for employees who have not reported absences, attach subs to absences, approve absences, and print substitute reports. A Campus User Quick Start Guide is available here.
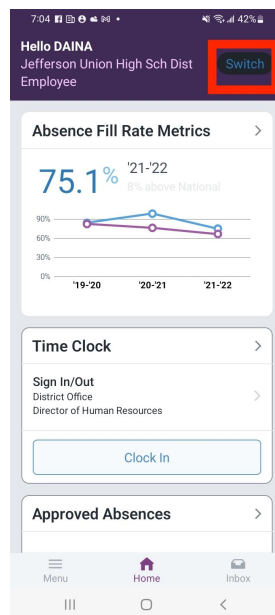   - Under the **Employee Profile**, you have the ability to report their absences.

2. Select the desired profile.

Toggling Between User Profiles on the Mobile App

1. In the upper right corner of the mobile app, select "Switch."

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2. On the next screen, select the desired profile and "Continue" at the bottom.
    -   The **Campus User Profile** opens an overview of employee absences as well as options to create absences for employees who have not reported absences, attach subs to absences, approve absences, and print substitute reports. A Campus User Quick Start Guide is available [here](#).
    -   Under the **Employee Profile**, you have the ability to report their absences.