

Overview: This document provides a step-by-step process for locating and accepting substitute assignments using the Frontline ERP & SIS mobile app. Follow standard district procedures and guidelines for substitutes.

IMPORTANT

Before beginning the steps in this guide, ensure the Frontline ERP & SIS app has been downloaded from the device's App Store.

View the following user guide for steps in navigating the Substitute Management Center site:

[QRG: Using Substitute ESC](#)

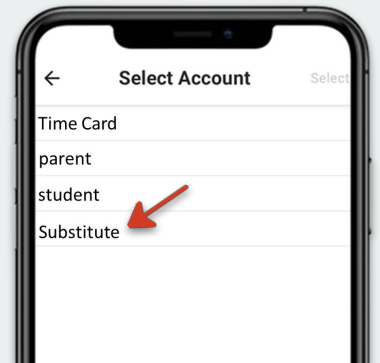
ACCESS & LOGIN

Step 1: Open Frontline ERP & SIS from a mobile device.

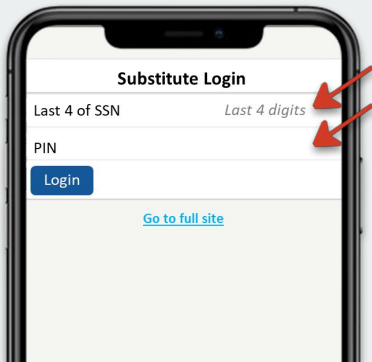


SUBSTITUTE LOGIN

Step 2: Tap Substitute.

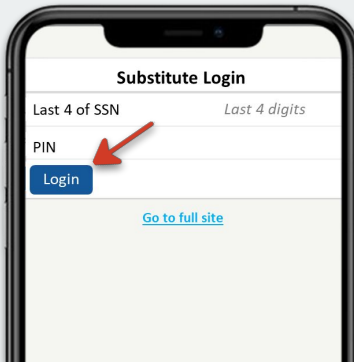


Step 3: Enter Last 4 of SSN. Enter Pin.



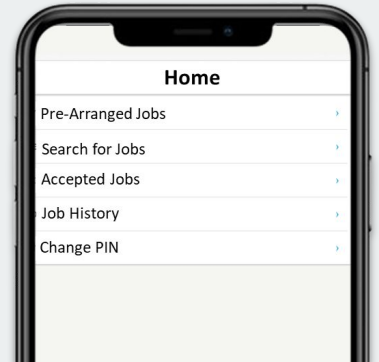
Step 3: Tap Login.

Note: To view full website, select Go to Full Site.



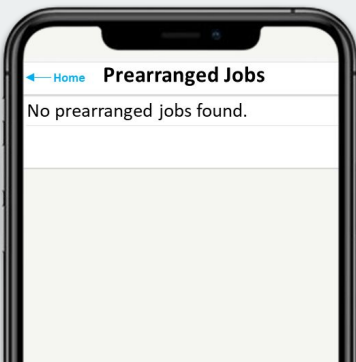
AVAILABLE TABS

Tap desired tabs to view.



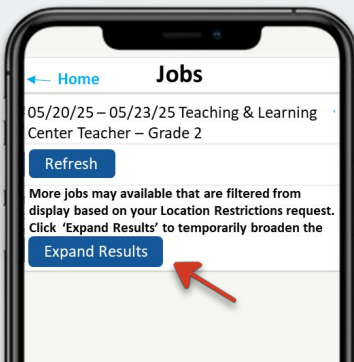
PRE-ARRANGED JOBS

This tab displays pre-arranged job assignments.

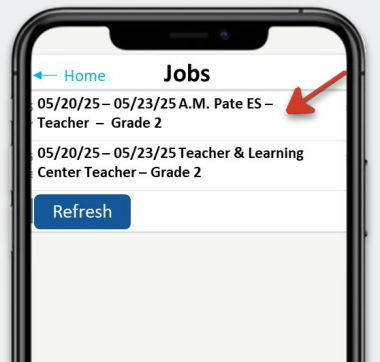


SEARCH FOR JOBS

Step 1: Tap Expand Results to broaden job search results.

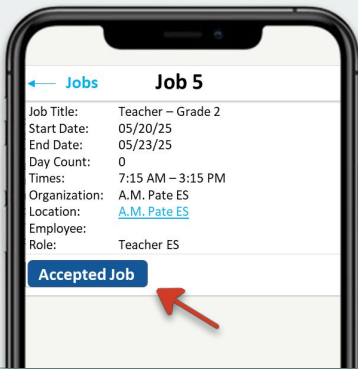


Step 2: Tap desired available job.

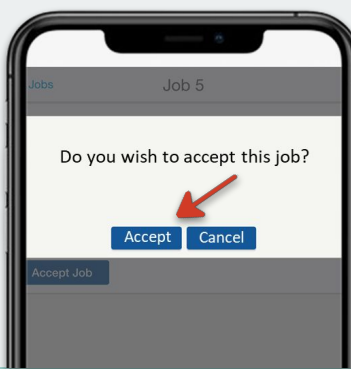


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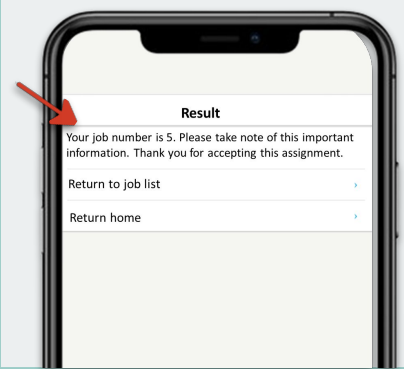
Step 3: Review job details. Tap **Accepted Job**.



Step 4: Tap **Accept**.

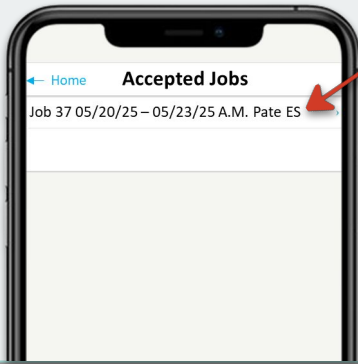


Step 5: View results of accepted job. Take note of the job number.



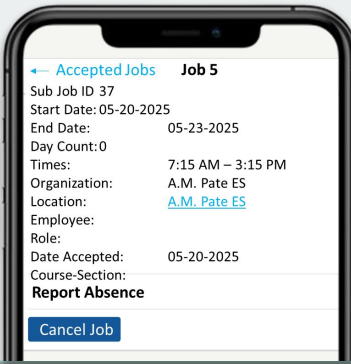
ACCEPTED JOBS

Step 1: Tap the *accepted job* to view job details.



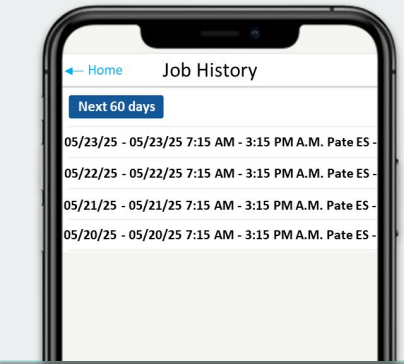
Step 2: View job details.

*Note: If needed, tap **Cancel Job** to cancel job assignment.*



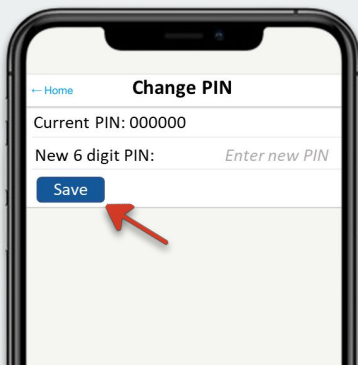
JOB HISTORY

This tab displays the last 60 days of Job History.



CHANGE PIN

Step 1: Enter *Current PIN*. Enter *New 6 digit PIN*. Tap **Save**.



Need Additional Assistance?



Contact Business Systems at **817-814-2270** or visit <https://supporthub.fwisd.org> to submit a help ticket (Select Frontline ERP).



Visit [ERP Central Training](#) to view all training resources for Frontline ERP.