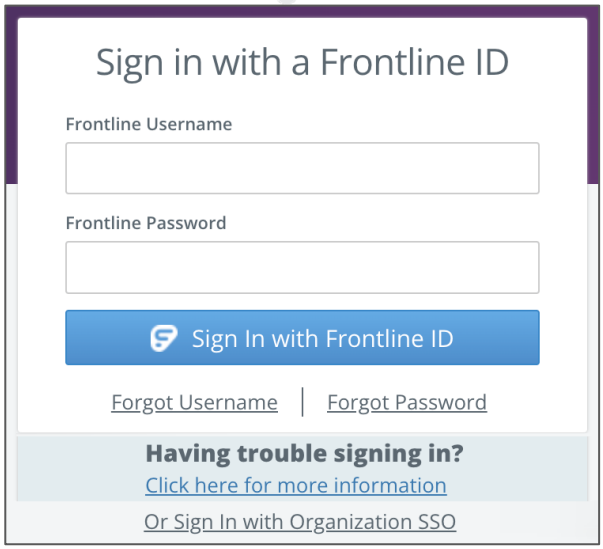
Absence Management



SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

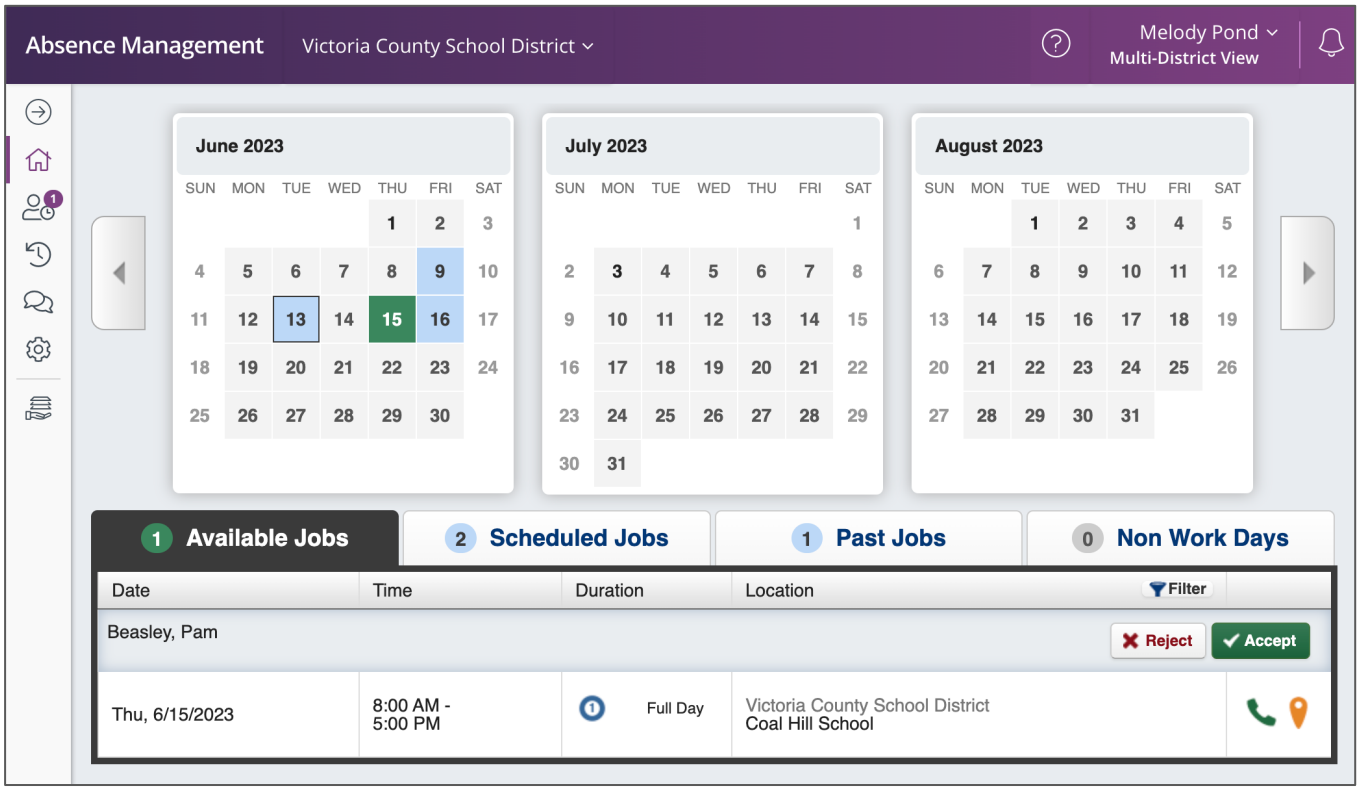
LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the "**Having trouble signing in?**" link for additional troubleshooting details.

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the "Available Jobs" option in your side navigation. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

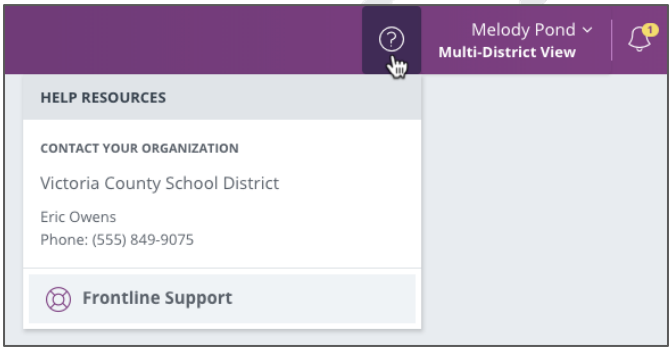
To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



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GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management
• Find available jobs – **Press 1** • Review or cancel upcoming jobs – **Press 2** • Review or cancel a specific job – **Press 3** • Review or change your personal information – **Press 4**
When Absence Management Calls You
• Listen to available jobs – **Press 1** • Prevent Absence Management from calling again today – **Press 2** • Prevent Absence Management from ever calling again – **Press 9** • If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App

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