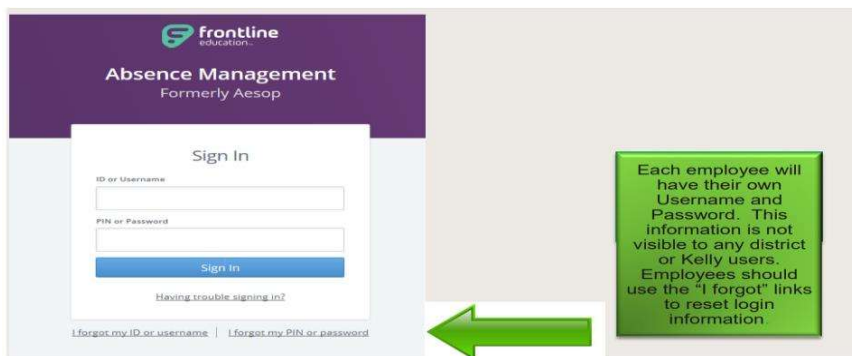
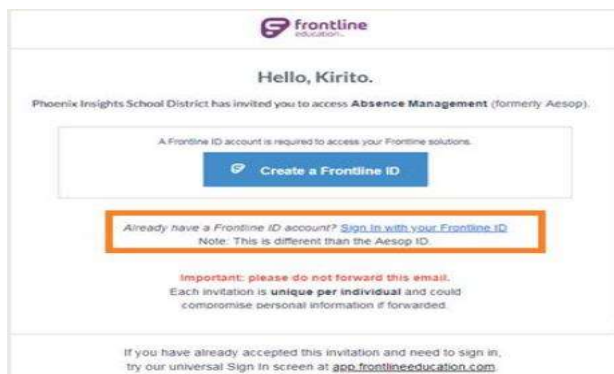


Frontline Account Creation for Current and New Employees

All users that were in the Frontline system for this district last year can login using the username and password that you created. If you do not remember the password or username, please use the “I forgot” links to reset login information.



New employees, once added to Frontline by Kelly Education, will be sent an invitation to create their user ID and password. Make the proper selections to either set up a new Frontline ID account or proceed with an existing account.



If you have an employee and Campus User account, you can merge these accounts. Create your Username /Password under the first invitation and select Already have a Frontline ID account. Sign in with your Frontline ID in the second email. You will then be able to merge your accounts, so that you will only have one Username / Password.

Employees CANNOT Edit or cancel a past absence, View or edit accounting codes on absences. For these actions, the employee will need to reach out to the Campus User.

ALL employees must report ALL absences with Kelly Education regardless of whether a substitute is needed.

If a sub is needed for an absence, the absence should be entered no later than 6:00 AM on the day of the absence.

Ways to Record an Absence

1. **Go online and create your absence.**

2. **Phone: Live Support at 800-528-0049 OPTION 1** Hours: Mon – Thurs 5:30 AM – 7:00 PM
Friday 5:30 AM – 6:00 PM · Interactive Voice Response 1-800-942-3767 (available 24 hours a day)

3. **E-mail: EDSEFulfillmentSupport@kellyservices.com** – **non-emergency emails ONLY** - this option can be used if you forget to go online and do not wish to call in the absence; however, if you need a sub then you will need to call. This option can also be used if you need to cancel a recorded absence; however, if you had scheduled a sub then you need to call to cancel, so the sub can be notified of the change.

4. School district employees and campus users can also **access the Frontline system via their mobile devices**. App will need to be downloaded - <https://www.frontlineeducation.com/mobile-app>. Once downloaded, use your Frontline Username/Password to login.

School district employees and campus users can also access the Frontline system via their mobile devices.

App will need to be downloaded <https://www.frontlineeducation.com/mobile-app>
Once downloaded, use your Frontline Username/Password to login.
Includes a Daily Report Widget
See filled & unfilled absences and assign a substitute
Approve absences (if applicable to your district)
Staff can enter absences, add notes, assign a substitute
Works with Siri
Works with Apple and Android devices

