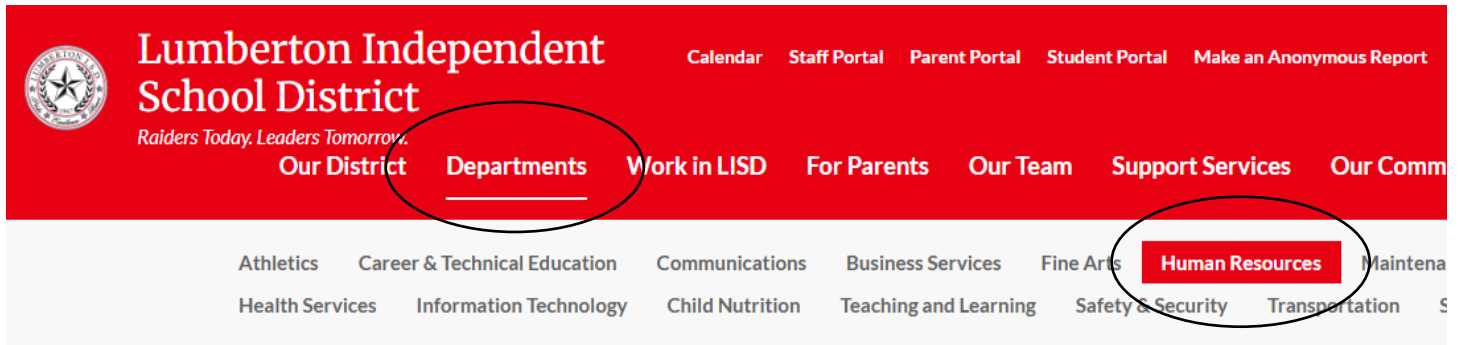
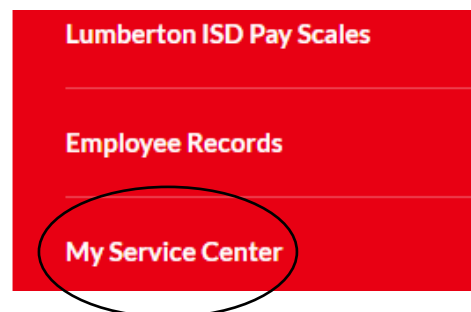


My Service Center -

1. Go to the LISD Website, Departments and then Human Resources.



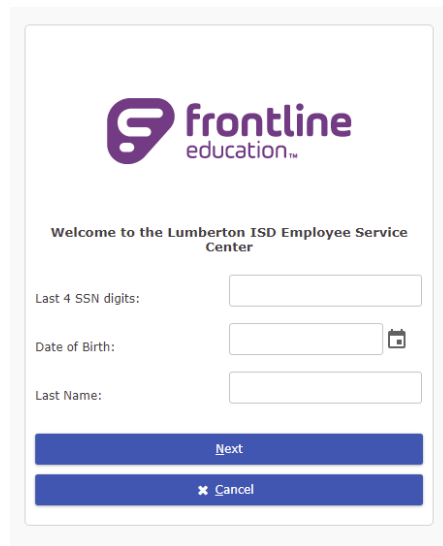
2. Then click on My Service Center.



3. Then you will login to the Frontline Employee Service Center.
If this is the first time, you will need to Register.

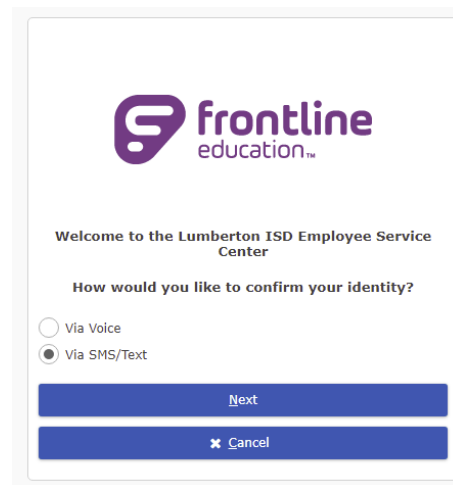
This screenshot shows the login page for the Frontline Education Employee Service Center. It features the Frontline Education logo at the top. Below the logo, it says 'Welcome to the Lumberton ISD Employee Service Center'. A message informs current employees to log in with their assigned credentials, while former employees and substitutes need to register. There are input fields for 'User ID' and 'Password'. A blue 'Sign On' button is present. At the bottom, there are links for 'Forgot Password', 'Forgot User ID', and 'Need an Account? Register' (circled in red).

4. Enter your credentials and push Next.



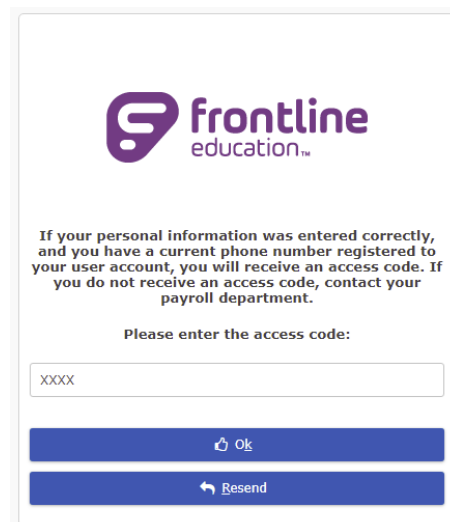
The screenshot shows the Frontline Education login interface. At the top is the logo with a purple icon and the text "frontline education™". Below it, the text "Welcome to the Lumberton ISD Employee Service Center" is centered. The form contains three input fields: "Last 4 SSN digits:", "Date of Birth:" (with a calendar icon), and "Last Name:". At the bottom are two blue buttons: "Next" and "Cancel" (with a red 'x' icon).

5. Choose how you would like to confirm your identity.



The screenshot shows the identity confirmation screen. It features the same logo and welcome message as the previous screen. Below the welcome message, the text "How would you like to confirm your identity?" is centered. There are two radio button options: "Via Voice" and "Via SMS/Text", with the latter being selected. At the bottom are two blue buttons: "Next" and "Cancel" (with a red 'x' icon).

6. Enter code



The screenshot shows the access code entry screen. It features the same logo. Below the logo, a message states: "If your personal information was entered correctly, and you have a current phone number registered to your user account, you will receive an access code. If you do not receive an access code, contact your payroll department." Below this, the text "Please enter the access code:" is centered. There is a text input field containing "XXXX". At the bottom are two blue buttons: "Ok" (with a checkmark icon) and "Resend" (with a circular arrow icon).

7. Now create a User ID (username) and Password

Register

User ID:

Password: ★

Verify Password: ★

[Ok](#) [Cancel](#)

8. Now use those credentials to login

Account created. You may now sign into TEAMS

frontline
education™

Welcome to the Employee Service Center

Current Employees should log on with their assigned Frontline username and password. Former Employees and Substitutes will need to use the Register link below to create their own username and password.

User ID

Password

[Sign On](#)

[Forgot Password](#) | [Forgot User ID](#)

Need an Account? [Register](#)

9. You are now in your personal Service Center.

Click on My Payroll Information

Welcome

My Service Center Home

My Personal Information

My Leave Balances

My Employment Records

My Pay Information

My Payroll Information

My Paychecks

My Payroll Deductions

My Tax Withholding(W-4)

My Proposed W-4

My W-2

My Direct Deposit

My Paycheck Location

My Documents

LogOff

My W-2 – Print W-2

My Direct Deposit – Change Banking