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How to Set Up Your Absence Management Account in Frontline Education

1. **Open the Email Invitation**
   You will receive an email from **Frontline Education** with a link to create your account.
   - The subject line will typically mention **Frontline Education** or **Account Setup**.
   - Click the **Create Account** or **Set Up Your Frontline ID** link in the email.
2. **Create Your Frontline ID**
   After clicking the link, you will be directed to the Frontline account setup page.
   - Enter your **first name and last name**.
   - Enter the **email address** you want associated with your account (this should match the email where you received the invitation).
   - Create a **secure password** that meets the password requirements shown on the screen.
3. **Verify Your Email Address**
   - Frontline may send a **verification email**.
   - Open the email and click the **Verify Email** button to confirm your account.
4. **Sign In to Frontline**
   Once your account is created and verified:
   - Go to the Frontline login page on d15.org
   - Under Staff ---> AESOP https://login.frontlineeducation.com/login?signin=3a9e1e1fc6b5c64049862b38b60ec56a&clientId=superSuit#/login
   - Enter your **Frontline ID (email address)** and **password**.
   - Click **Sign In**.
5. **Access Absence Management**
   After signing in, you will see the Frontline dashboard.
   - Click **Absence Management** to view and accept available substitute jobs.
   - From here you can also **update your availability, view assignments, and manage your schedule**.
6. **Set Up Notifications (Recommended)**
   To receive job notifications:
   - Click your **profile icon** in the top right corner.
   - Select **Preferences** or **Notifications**.
   - Choose how you want to receive job alerts (email, text, or phone call).
7. **Download the Frontline Mobile App (Optional)**
   For easier access to jobs:
   - Download the **Frontline Education** app from the Apple App Store or Google Play.
   - Sign in using your **Frontline ID and password**.