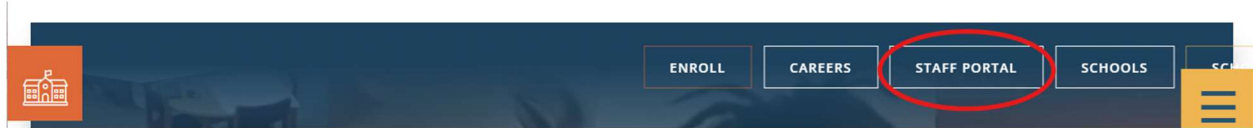


## HOW TO FILL OUT FORMS IN FRONTLINE

1) Go to [www.okcps.org](http://www.okcps.org)

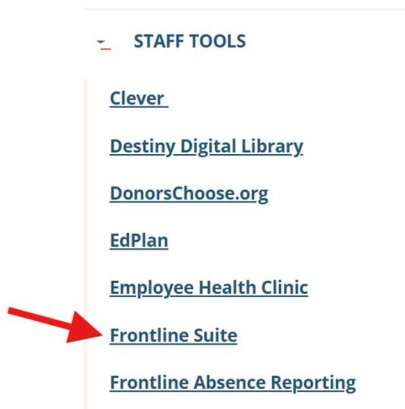
2) Click on Staff Portal at the top of the page



3) Scroll down click on the error next to Staff Tools located on the right-hand side of the page



4) Click on Frontline Suite to be directed to the Microsoft login page for Frontline.



5) Enter district email (with @okcps.org) and click Next.



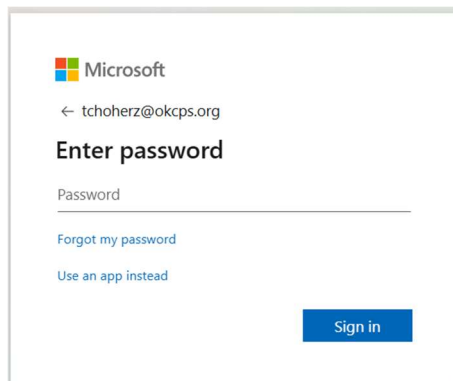
### Sign in

Email, phone, or Skype

[Can't access your account?](#)

Next

6) Enter password and click Sign in



Microsoft

← tchoherz@okcps.org

Enter password

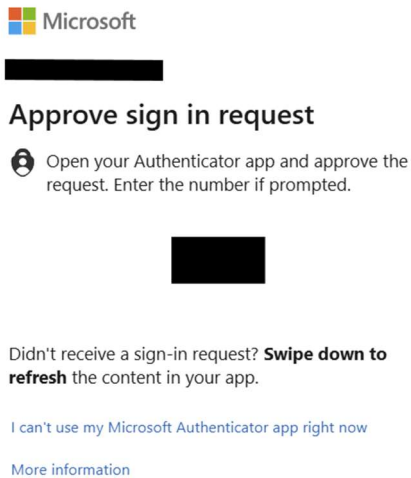
Password

[Forgot my password](#)

[Use an app instead](#)

Sign in

7) Enter the code in your authenticator app notification



Microsoft

Approve sign in request

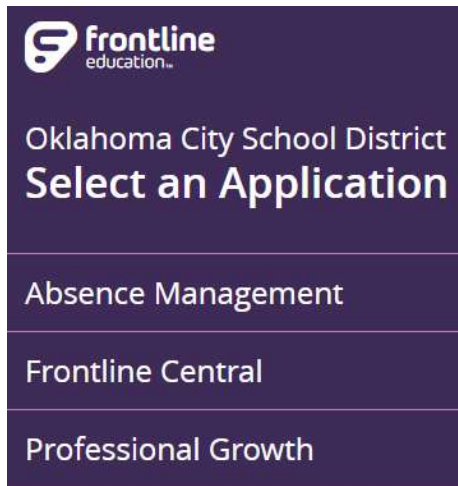
Open your Authenticator app and approve the request. Enter the number if prompted.

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

8) Choose **Frontline Central** from available options.



frontline  
education™

Oklahoma City School District

Select an Application

Absence Management

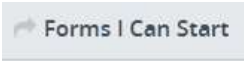
Frontline Central

Professional Growth

9) Click on **My Forms** on the left side of the page



10) Under My Forms, click on **Forms I Can Start** to choose the form you want to complete.



11) Once you choose the form you would like to start scroll to the right and click on **Start this form**. DO NOT click the blue underlined (hyperlinked) form name.



12) Be sure to digitally sign, click **Add Digital Signature** and **Submit Form** to complete the form.

Please Sign\*

|          |   |                       |
|----------|---|-----------------------|
| John Doe | x | Add Digital Signature |
|----------|---|-----------------------|

Please click "Add Digital Signature" before continuing.

Comments - Visible to all participants

Submit Form