

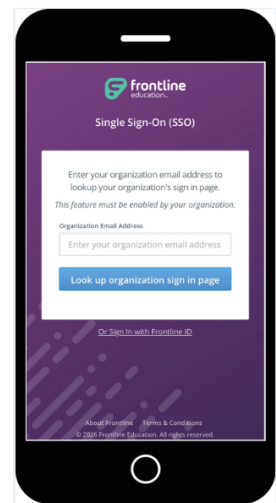
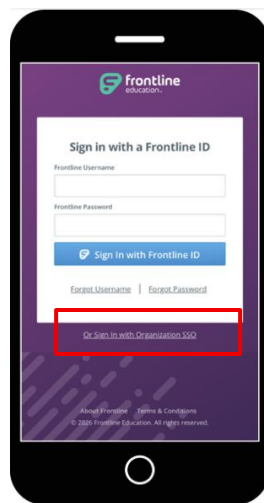
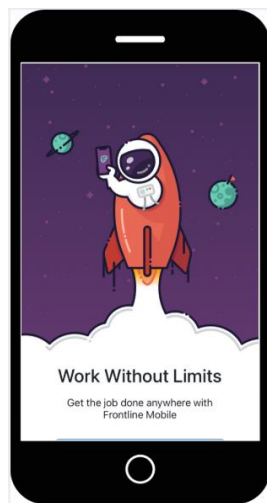
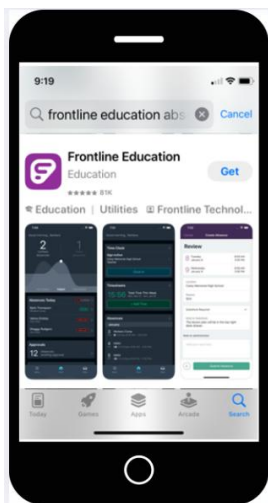
Frontline Time & Attendance

Employee Reference Guide: Installing the Mobile App

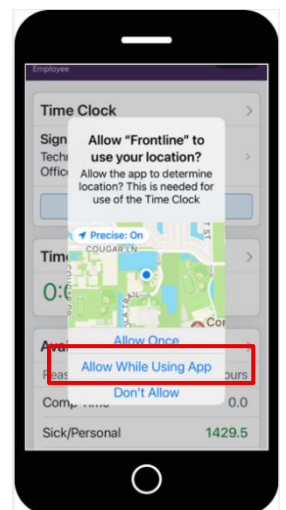
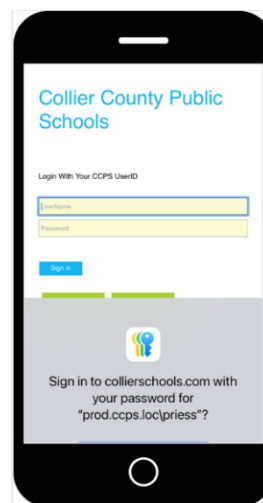
The **Frontline mobile app** provides secure mobile access to Time & Attendance and lets employees manage their timekeeping and attendance information. The app can be accessed from any location, but geofencing requirements apply when clocking in and out.

Install and Sign In

1. Open the **Frontline mobile app**. If it is not installed, download it from the Apple App Store or Google Play Store.
2. The user login page displays.
3. Select **“Or Sign in with Organization SSO”** at the bottom of the login screen.
4. Enter your full **CCPS email address**, including **@collierschools.com**.
5. Select **Look up organization sign in page**.



6. On the CCPS login page, enter your **network username** using lowercase letters.
7. Enter your current password.
8. Select **Login**.
9. When prompted, allow **Frontline** to use your location.
10. Choose **“Allow While Using App”**.



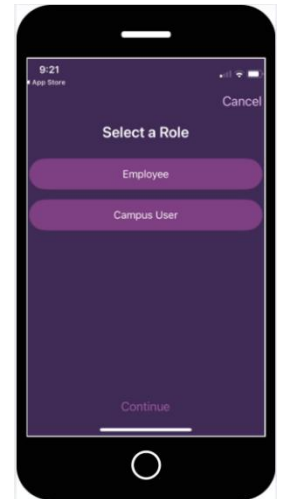
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Select a Role

If this is your first time logging in to Frontline Time & Attendance, you will be prompted to choose a role.

1. Select a role:
 - **Employee** – Accesses your employee profile.
 - **Campus User** – Accesses your manager profile.
2. Tap Continue.
3. The homepage will appear.



Note: You can change your role later by tapping the **Switch** button in the upper-right corner of the screen.

