



Absence Management User Guide

Revised 5.31.24



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

 Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign In with Organization SSO](#)

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Absence ManagementVictoria County School District

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Melody PondMulti-District View

→

Home

Calendar

Jobs

Settings

Help

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
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30	31					

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
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20	21	22	23	24	25	26
27	28	29	30	31		

1 Available Jobs

2 Scheduled Jobs

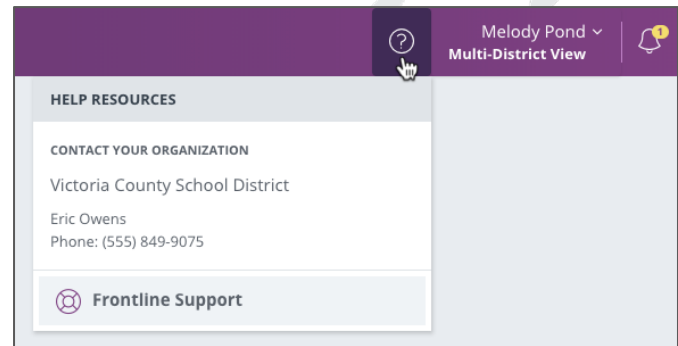
1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
✖ Reject✔ Accept				
Thu, 6/15/2023	8:00 AM - 5:00 PM	1 Full Day	Victoria County School District Coal Hill School	📍📞

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Absence Management Calls You

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**
- If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
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The Substitute Home Page

Your application home page provides access to all your important information. These options include district notifications, job opportunities, upcoming assignments, and much more!

Click a hyperlink below to jump to that topic:

- **Notifications**
- **Home Page**
- **Application Options**

Notifications

Once you log in, you may first be presented with notifications from the system, and there are two types of notifications you can receive.

➔ Web Alerts

These alerts are created by your district for substitutes to see. They will contain important information that may be useful to you.

Once you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time within the application.

Important Notifications ✕

High Victoria County School District posted on Friday, March 28, 2018

All substitute are to report to the Main Office before going to their assigned classroom.

Medium Victoria County School District posted on Friday, March 28, 2018

Please review the dress code policy in your substitute handbook before arriving at your assignment. Thank You!

Dismiss

➔ Confirmations

You will occasionally receive notifications that require a confirmation. The example below informs the substitute that she was assigned a job. These notifications are very important and must be confirmed before you can move on to your home page.

You were assigned to this job on Tuesday, April 10, 2018 11:40 AM.

Date	Time	Duration	Location	
Barker, Bob  Report to: Main Office				CONFIRMATION #304129827
Mon, 4/23/2018	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Victoria County Community Schools	 

Previous ✓ Confirm

Home Page

Once you dismiss or confirm your notifications (when applicable), you can view your home page.

Absence Management

Victoria County School District

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Melody Pond

Multi-District View

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Home

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April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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May 2018

SUN	MON	TUE	WED	THU	FRI	SAT
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June 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Available Jobs

2 Scheduled Jobs

0 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Barker, Bob				
✖ Reject ✔ Accept				
Fri, 4/13/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	

→ Side Navigation

Your side navigation lists available job opportunities, work history, feedback, and system preferences.

Absence Management

Victoria County School District

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NAVIGATION

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Home

1 Available Jobs

History

Feedback

Preferences

Resource Library >

WED

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May 2018

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30	31					

June 2018

SUN	MON	TUE	WED
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13	14	15	16
20	21	22	23
27	28	29	30

Navigation

Available Jobs

View the number of currently available jobs via this side navigation or within the green circle on the home page. This option will bring you to the "**Available Jobs** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187>)" tab where you will see a list of the jobs that are ready for you to accept.

History

View the number of **previous jobs** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266207>) completed within the past 60, 90, or 120 days and jobs completed during the current or previous school year. You can also search with a custom date range.

Feedback

Leave feedback for jobs completed or view recently provided feedback.

Preferences

View account options that include **Personal Information** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384948>), PIN changes (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384908>), Preferred Schools (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266067>), Call Times (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384928>), and a District List.

Calendar

The calendar provides an overview of your scheduled and available jobs, and it is color coded to indicate the different types of days.

Calendar Options	
Black Box Outline	Indicates the current day.
Blue Box	Indicates a past or scheduled absence.
Green Box	Indicates an available job.
Gray Box	Indicates a Non-Work day.
Arrows	Use the arrows on either side of the calendar to view previous or future months.

Absence Management

Victoria County School District

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Melody Pond

Multi-District View

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April 2018

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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May 2018

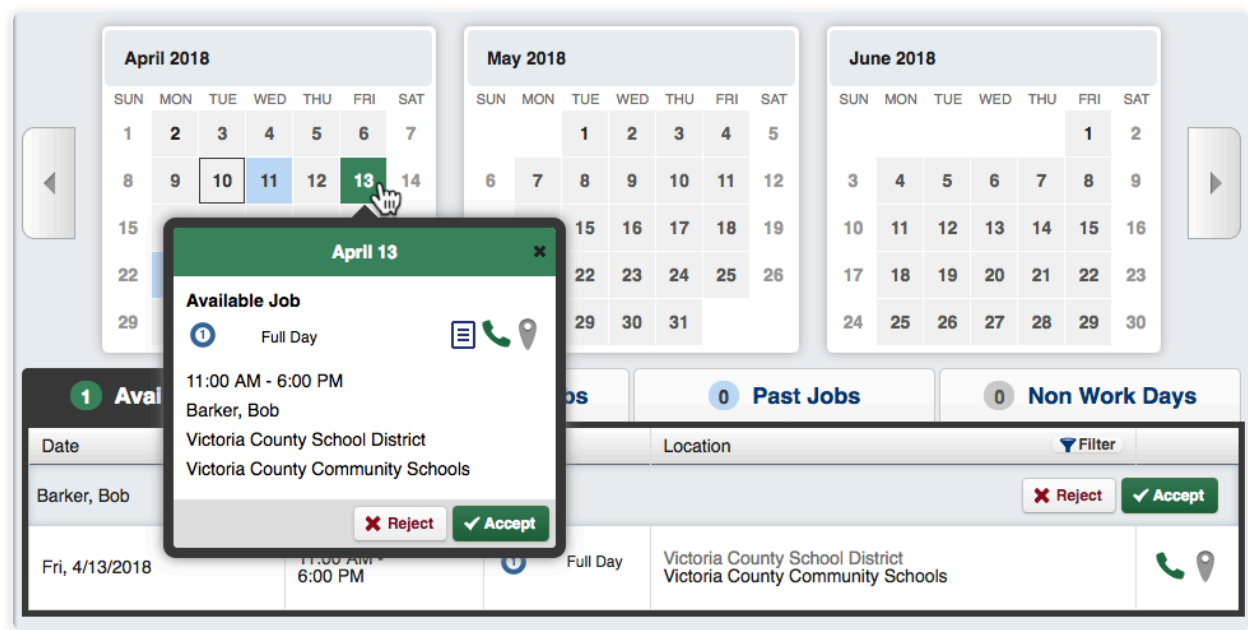
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

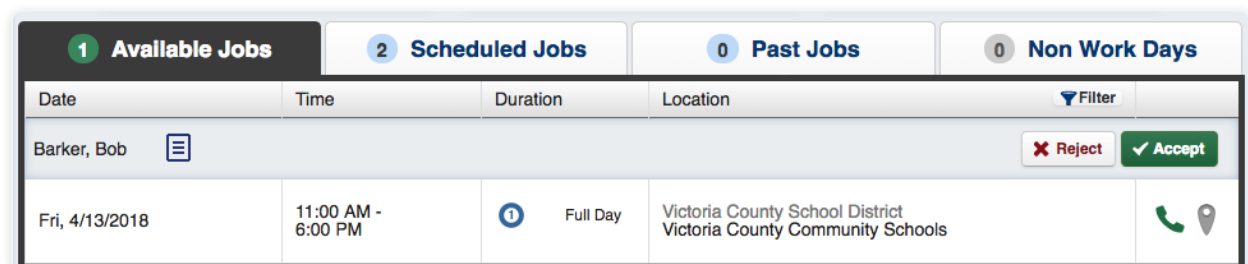
▶

You can also click on an individual day within the calendar to view details for that specific date. If there is an available job, you can accept or reject it directly from the pop-up!



➔ Job Tabs

Locate your "Jobs" tabs directly beneath the calendar. These tabs allow you to quickly review your job-related details.



Job Options

Available Jobs

This tab lists your currently available jobs and includes the option to reject or accept the position. The number on the tab represents how many available jobs there are.

Job Options

Scheduled Jobs

This tab shows the currently scheduled jobs you have already accepted. The number on the tab represents the number of currently scheduled jobs.

Past Jobs

The "Past Jobs" tab brings up your job history for the past 30 days. The number on the tab represents the number of jobs in the last 30 days.

Non Work Days

This tab shows you your upcoming Non-Work Days as well as Non-Work days from the past 30 days. You can also create Non-Work Days from here. The number on the tab represents upcoming Non-Work Days and Non-Work Days from up to 30 days in the past.

Application Options

Based on permissions and your district setup, the system includes selections for your district, help resources, and Frontline ID account at the top of the page.

Absence Management

Victoria County School District ▾



Melody Pond ▾
Multi-District View



Top Navigation Bar

Organization

Click the dropdown to alternate between districts (if you are a multi-district sub). Take note, the multi-district view allows you to view all your district information within a single application.

Top Navigation Bar

"?" Help Resources

View your organization's contact information and select the **Frontline Support** link to view application help content.

Account

Click the dropdown beside your name to activate the multi-district view (for multi-district subs), access account settings for your Frontline ID account (if applicable), or sign out of the application.

"🔔" Notifications

Select the "bell" to review any district alerts/notifications.

How Substitutes Create a Multiple District PIN

absence-help.frontlineeducation.com/hc/en-us/articles/115003381648-How-Substitutes-Create-a-Multiple-District-PIN

If you work in multiple districts then you will need a multi-district PIN! This PIN allows you to sign in at all your locations and to collectively view your districts' data through your absence management application.

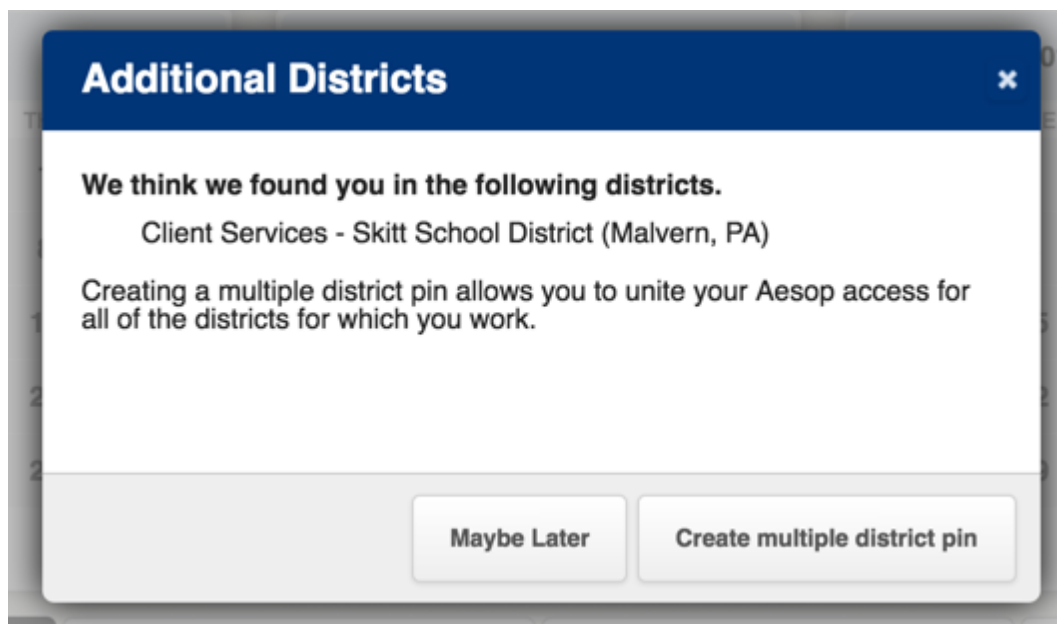
Keep in mind, if your district has upgraded to the Insights Platform, you will only need to use your multi-district PIN to access jobs over the phone, log in to your Jobulator account, and/or clock in at a kiosk (if your district uses the time and attendance system). Consider referencing this article to learn more!

Creating the PIN

Once you sign in, the system will recognize that you work in different districts and should issue a prompt to create a multi-district PIN.

Follow this prompt and click the option titled **Create multiple district pin**.

If you do not see this message, please contact your system administrator.



On the new page that appears, simply type your new six-digit numeric PIN, enter it again in the confirmation box, and click **Create** once you are finished.

The screenshot shows a sidebar on the left with menu items: Personal Info, Change Pin, Schools, Call Times, and District List (which is highlighted). The main content area is titled 'District List'. It contains the following text: 'Creating a multiple district pin allows you to unite your Aesop access for all of the districts for which you work. Please select a six-digit numeric pin to proceed :'. Below this text are two input fields: 'New Multiple District Pin' and 'Confirm Multiple District Pin'. A green button with a checkmark and the text 'Create' is located in the bottom right corner of the main content area.

You can use this PIN number along with your ID number to access the system for any of your districts, and you can also use it when you receive a call from the system, regardless of the district for which the job is available.

Adding Districts

After you create your multi-district PIN, the system will prompt you to add the district(s) you are associated with to your district list. Click **Add** to include a district.

Once complete, you can also add another district by clicking the **Add a different district** button (if needed).

The screenshot shows the same sidebar as the previous image. The main content area is titled 'District List'. It contains the following text: 'We think we found you in the following districts. Do you want to add them?'. Below this text is a list item: 'Client Services - Skitt School District (Malvern, PA)'. To the right of this list item are two buttons: 'Decline' and 'Add' (which is highlighted with a green checkmark). Below the list item is a button with a green plus icon and the text 'Add a different district'. Further down, the text reads: 'You are associated with the following districts:'. Below this text is a list item: 'West School District (Exton, PA)'.

You can now use your multi-district PIN to sign in at any of the districts on your list!

Keep in mind, you can access your "District List" section (within "Preferences") at any time to manage your district affiliations. If you have problems with your multidistrict pin, please contact Frontline at support@frontlineed.com

Finding Available Jobs

You can find and accept jobs in a few quick steps!

Click a hyperlink below to jump to that topic:

- **Overview**
- **Locating Your Jobs**
- **Viewing Job-Related Details**
- **Accepting or Rejecting Jobs**

Overview

Absence Management offers both phone and web services. You can call in to the Absence Management system toll-free at **1-800-942-3767** or log in at **app.frontlineeducation.com** (<http://app.frontlineeducation.com>). These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.

The screenshot shows the Absence Management web application interface for Victoria County School District. The top navigation bar includes the title "Absence Management", the district name "Victoria County School District", a user profile for "Melody Pond" with a dropdown arrow, and a "Multi-District View" link. A left sidebar contains navigation icons for home, calendar, jobs, and settings. The main content area features three monthly calendars for October, November, and December 2016. Below the calendars, there are four tabs: "Available Jobs" (1), "Scheduled Jobs" (1), "Past Jobs" (1), and "Non Work Days" (0). The "Available Jobs" tab is active, displaying a table with job details for Robert Banner, a Physics Professor. The table includes columns for Date, Time, Duration, and Location. A specific job is listed for Friday, 10/28/2016 to Monday, 10/31/2016, from 6:00 AM to 3:00 PM, for a full day at Victoria County Community Schools. Action buttons for "Reject" and "See Details" are visible next to the job entry.

Date	Time	Duration	Location
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools

The system sends notifications about available jobs that align with your qualifications. Most employee absences are entered the day before the absence occurs, but employees can also enter their absences further out. Depending on your district's settings, you can discover available jobs that occur days, weeks, or even months in advance.

When a job for which you are qualified and available is entered, the Absence Management system will notify you about the new job over the phone and also via the online application. You can then choose to accept or reject the assignment.

 **Additional Resources: Finding Available Jobs** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266187>)

Locating Your Jobs

The home page includes two places where you can access a list of jobs for which you are qualified and available to fill. Reference the "Available Jobs" option in the side navigation or locate the "Available Jobs" tab.

Absence Management

Victoria County School District

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Melody Pond

Multi-District View

November 2019

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MON

TUE

WED

THU

FRI

SAT

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December 2019

SUN

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January 2020

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24

25

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31

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date

Time

Duration

Location

Filter

Barker, Bob

Reject

Accept

Thu, 11/21/2019

11:00 AM - 6:00 PM

1 Full Day

Phoenix School District
Rohirrim High School

Barker, Bob

Reject

See Details

Thu, 12/5/2019 - Fri, 12/6/2019

11:00 AM - 6:00 PM

1 Full Day

Victoria County School District
Gallahorn Middle School

Viewing Job-Related Details

The "Available Jobs" section includes important position details such as the employee name, job location, work times, and more.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date

Time

Duration

Location

Filter

Barker, Bob

Reject

Accept

Thu, 11/21/2019

11:00 AM - 6:00 PM

1 Full Day

Phoenix School District
Rohirrim High School

Barker, Bob

Reject

See Details

Thu, 12/5/2019 - Fri, 12/6/2019

11:00 AM - 6:00 PM

1 Full Day

Victoria County School District
Gallahorn Middle School

➔ Job Notes

Employees can attach important, job-related notes during the creation of their absence. A paper icon indicates when these notes are provided, and you can select the icon, as needed, to view the job-related details.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	 Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	 Full Day	Victoria County School District Gallahorn Middle School

Once selected, a pop-up message will appear.

Barker, Bob 

Thu, 11/21/2019

Barker, Bob  

Thu, 12/5/2019 -
Fri, 12/6/2019

Notes 

Please cover chapter 3. Thanks!

Phoenix School District
Rohirrim High School

Victoria County School District
Gallahorn Middle School

➔ Multi-Day Jobs

Some jobs in your list may occur over a period of multiple days, and the system identifies these opportunities with a circle icon that contains a plus inside it.

Barker, Bob 			
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School
Barker, Bob  			
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School

Multi-day jobs do not have an "Accept" option that is immediately visible. You will first need to select the **"See Details"** button to view all the job's details, including the option to accept the position.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				✖ Reject ✔ Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	① Full Day	Phoenix School District Rohirrim High School	📞 📍
Barker, Bob				✖ Reject 🔍 See Details
Thu, 12/5/2019 - Fri, 12/6/2019	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Gallahorn Middle School	📞 📍

This selection will reveal each individual day for the job, as well as a new button, **Accept Multi-Day**.

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

3 Non Work Days

Date ▲	Time	Duration	Location	Filter
Barker, Bob				✖ Reject ✔ Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	1 Full Day	Phoenix School District Rohirrim High School	📞 📍
Barker, Bob				✖ Reject ✔ Accept Multi-day ⤴ Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	📞 📍
Fri, 12/6/2019	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Gallahorn Middle School	📞 📍

➔ Phone Number and Map

In each job listing, you can select a **green phone** icon to reference the school's phone number or click the **orange map** icon to open Google maps and review the directions. *A gray icon indicates that the number or map is not available. These availability options are determined by your district.

2 Available Jobs		1 Scheduled Jobs	2 Past Jobs	3 Non Work Days
Date	Time	Duration	Location	Filter
Barker, Bob				Reject Accept
Thu, 11/21/2019	11:00 AM - 6:00 PM	i Full Day	Phoenix School District Rohirrim High School	Phone Map
Barker, Bob				Reject Accept Multi-day Hide Details
Thu, 12/5/2019	11:00 AM - 6:00 PM	i Full Day	Victoria County School District Gallahorn Middle School	Phone Map
Fri, 12/6/2019	11:00 AM - 6:00 PM	i Full Day	Victoria County School District Gallahorn Middle School	Phone Map

Accepting or Rejecting Jobs

Now that you have seen the job details, you are ready to accept or reject the job.

➔ Rejecting a Job

To reject a job, all you have to do is click the **Reject** button beside the listing. The rejection of a job causes it to disappear from your available jobs, and you will not see it again.



Only click the "Reject" button if you are absolutely sure that you do not want this job. You cannot recover a rejected assignment.

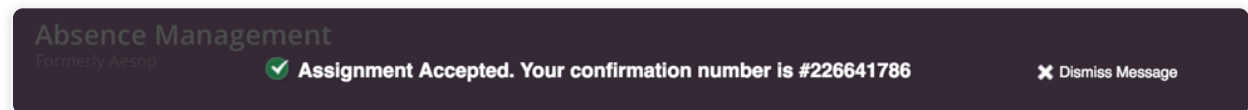


➔ Accepting a Job

To accept a job, click the green **Accept** button on the right side of the job listing.



Once a job is accepted, you will see a confirmation number at the top of the page. (*If there is a file attached to the absence, you will also see a link to view the attached file.) This pop-up will remain on your screen until you dismiss it. Click the "x" next to "Dismiss Message" to close the confirmation.



🔗 Additional Resources: Accepting Jobs as a Multi-District Sub
(<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266227>)

Adding and Removing Non-Work Days

"Non-Work Days" indicate when you are not available to work as a substitute, and they inform the system to *not* offer you jobs on those days. You can view your current non-work days or make a new entry via the "Non-Work Days" tab on the homepage.



A number on the tab indicates how many non-work days have been scheduled for the past 30 days, as well as any non-work days scheduled for a future date. View more via your "History" option in your application's side navigation.

The screenshot shows the "Absence Management" interface for Victoria County School District. At the top, there's a header with the user's name "Melody Pond" and a "Multi-District View" option. Below the header, there are three calendar views for January 2023, February 2023, and March 2023. Each calendar shows days of the week and dates. In January, the 5th is highlighted. In February, the 1st, 2nd, 3rd, and 4th are highlighted. In March, the 1st, 2nd, 3rd, and 4th are highlighted. Below the calendars, there are four tabs: "Available Jobs" (0), "Scheduled Jobs" (0), "Past Jobs" (0), and "Non Work Days" (9). A hand cursor is pointing at the "Non Work Days" tab. Below the tabs, there's a message: "This list shows non-work days for the past 30 days. View more by clicking the History tab". At the bottom, there's a table with columns: Date, Time, Reason, and Districts. A green button labeled "Add Non-Work Day" is visible on the right side of the table.

To create a new non-work day, click the **Add Non-Work Day** button. This selection opens a window where you can enter your details.

Creating a Single Non-Work Day

Complete the following steps to create a single Non-Work Day:

Add Non-Work Day

Date

Repeat ☐

From ☒ All Day

to

at

☒ Gallahorn School District

☒ Victoria County School District

Reason

Details

Date

Type the date into the box or use the calendar icon to select the date.

From/To

Enter the start and end times for when you cannot work.
*You must un-check the "All Day" box to edit the times for individual days.

Reason

Enter the reason for your non-work day. (This info is not required.)



Multi-district subs will indicate whether this non-work day applies to one or more of their districts.

Click the **Save** button when you are ready to save the non-work day.

Creating Repeating Non-Work Days

Non-work days can also be scheduled to repeat, as needed. As an example, you may wish to remove your availability for a specific weekday during the upcoming month - i.e. each Tuesday, or you may wish to remove your availability for an extended time period - i.e. today until the end of the month.

When creating the Non-Work Day, you will choose the initial calendar start date and click the checkbox for "Repeat." The system will indicate the day when the Non-Work entry begins and provide an additional calendar box for when the Non-Work days should end.

The screenshot shows a web application interface with a calendar for January 2023 in the background. A modal dialog titled "Add Non-Work Day" is open in the center. The dialog contains the following fields and options:

- Date:** A text input field with the value "2/6/2023" and a calendar icon.
- Repeat:** A checkbox labeled "Repeat" is checked. Below it, the text "every" is followed by a radio button selected for "day". There is also an unselected radio button for "Monday".
- Until:** A text input field with the value "2/10/2023" and a calendar icon.
- From:** A text input field.
- to:** A text input field.
- at:** A text input field.
- Location:** Two checkboxes are present: "Gallahorn School District" (checked) and "Victoria County School District" (checked).
- Reason:** A text input field with the value "Traveling".
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

In the background, the calendar shows January 2023 with the 5th highlighted. Below the calendar, there are sections for "Available Jobs" and "Non Work Days". The "Non Work Days" section has a "+ Add Non-Work Day" button.

Choose the "day" option if you want to take a recurring series of days (i.e. day "X" until day "Z"). Or, select the calendar day indicated (i.e. "Monday," etc.) if you only want to take Mondays off for a recurring amount of time.

You can then indicate the start/end times for the non-work day, enter the location(s) where these non-work days apply (if you work as a multi-district sub), and provide an optional reason for the entry.

Remember to click **Save** once you are finished.

Removing a Non-Work Day

If you created a non-work day in error, the entry can be removed via the "Non Work Days" tab.

Keep in mind, you will only see a "Remove" option if the non-work day is still in the future, and/or if an Administrator has created a non-work day for you that they allow you to delete. Restrictions may occur due to absence-request timeframes, Admin restrictions, etc.



The system will highlight a non-work day in yellow if the Admin has created a non-work day and blocked the ability for it to be deleted. Please contact your district Administrator for assistance.

To remove a non-work day, click the **Remove** button beside the day you want to delete.

0 Available Jobs	0 Scheduled Jobs	0 Past Jobs	9 Non Work Days
This list shows non-work days for the past 30 days. View more by clicking the History tab			
+ Add Non-Work Day			
Date	Time	Reason	Districts
Mon, 1/9/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District
Tue, 1/10/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District
Wed, 1/11/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District
Fri, 1/27/2023	All Day	Dentist Appointment	All Districts
Mon, 2/6/2023	All Day	Traveling	All Districts
Tue, 2/7/2023	All Day	Traveling	All Districts
Wed, 2/8/2023	All Day	Traveling	All Districts
Thu, 2/9/2023	All Day	Traveling	All Districts
Fri, 2/10/2023	All Day	Traveling	All Districts

A confirmation box will appear. Click **Remove** to confirm.

0 Available Jobs

0 Scheduled Jobs

0 Past Jobs

9 Non Work Days

This list shows non-work days for the past 30 days. View more by clicking the History tab

+ Add Non-Work Day

Date	Time	Reason	Districts	
Mon, 1/9/2023	8:00 AM - 4:00 PM	COVID-19 Exposure	Victoria County School District	
Tue, 1/10/2023	8:00 AM - 4:00 PM		County School District	
Wed, 1/11/2023	8:00 AM - 4:00 PM		County School District	
Fri, 1/27/2023	All Day		cts	✕ Remove
Mon, 2/6/2023	All Day		cts	✕ Remove
Tue, 2/7/2023	All Day	Traveling	All Districts	✕ Remove
Wed, 2/8/2023	All Day	Traveling	All Districts	✕ Remove
Thu, 2/9/2023	All Day	Traveling	All Districts	✕ Remove
Fri, 2/10/2023	All Day	Traveling	All Districts	✕ Remove

Remove Non-Work Day

Are you sure you want to remove this day? This action cannot be undone.

Cancel

✕ Remove



Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

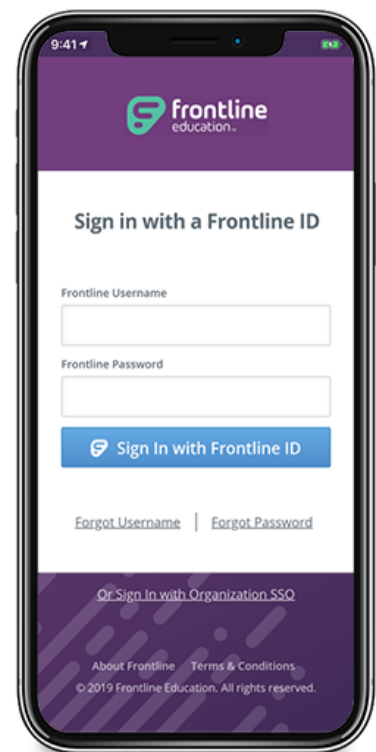
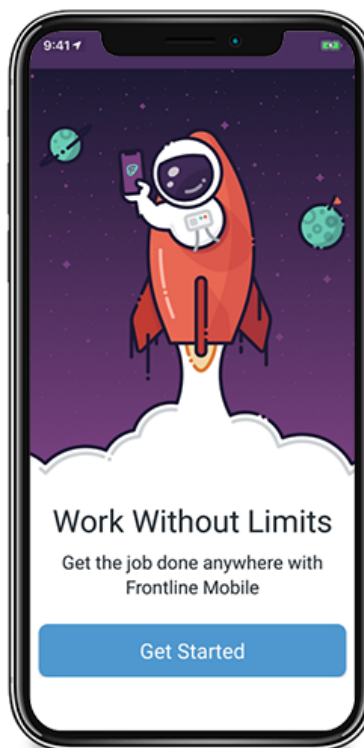
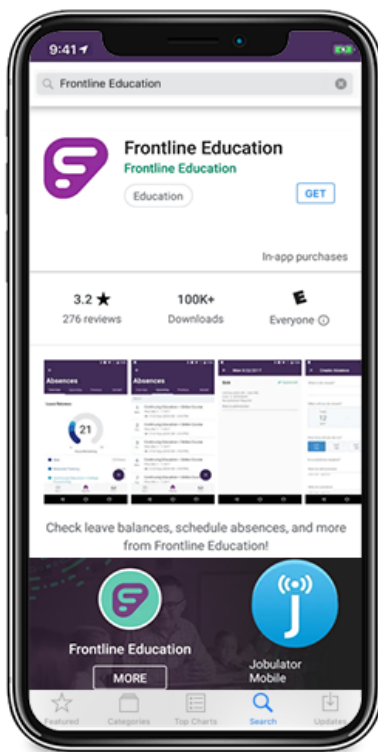
You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insight's Platform.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

*Please note that once signed in, you may be prompted to select an organization.



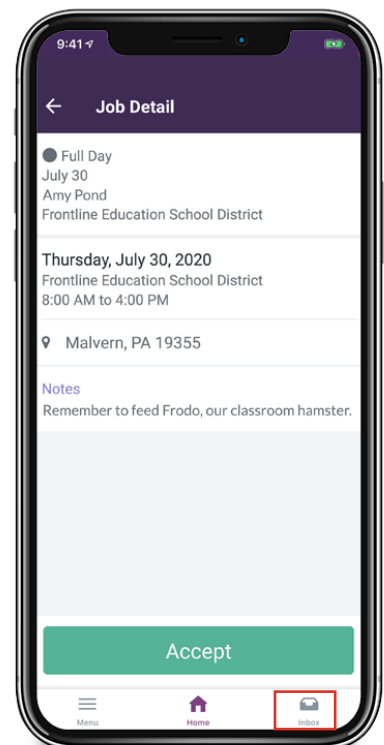
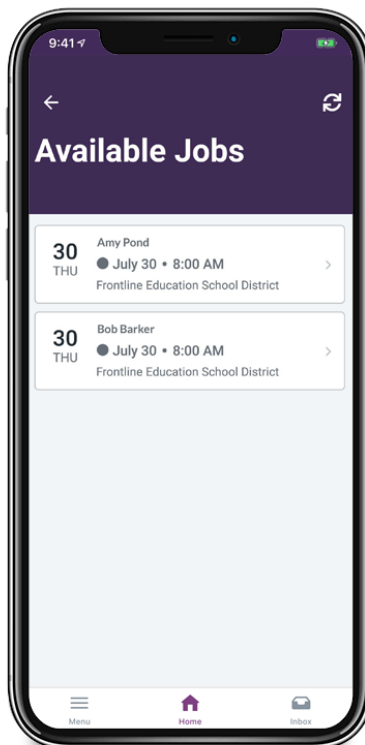
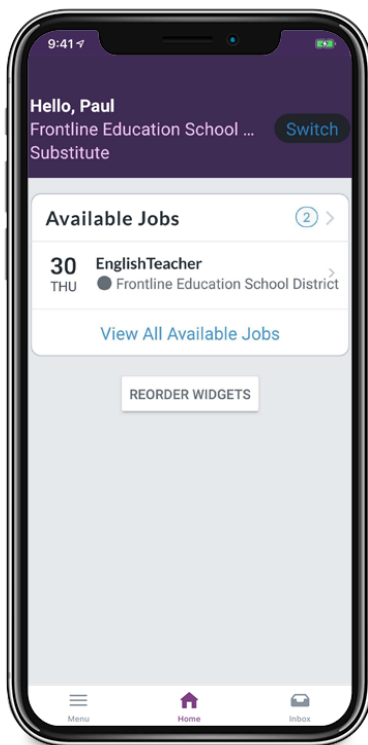
HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

MENU/SIDE NAVIGATION

The “Menu” option opens a side navigation bar where you can access current tools and settings.

- **Inbox:** Review any received messages. - **This includes any Information Alerts sent out.**
- **Help Center:** Access online help resources specific to your Frontline mobile app.
- **Settings:** Review your current district details, user preferences, and sound notification options, or, log out of the app.
- **Feedback:** Please provide feature-related feedback.



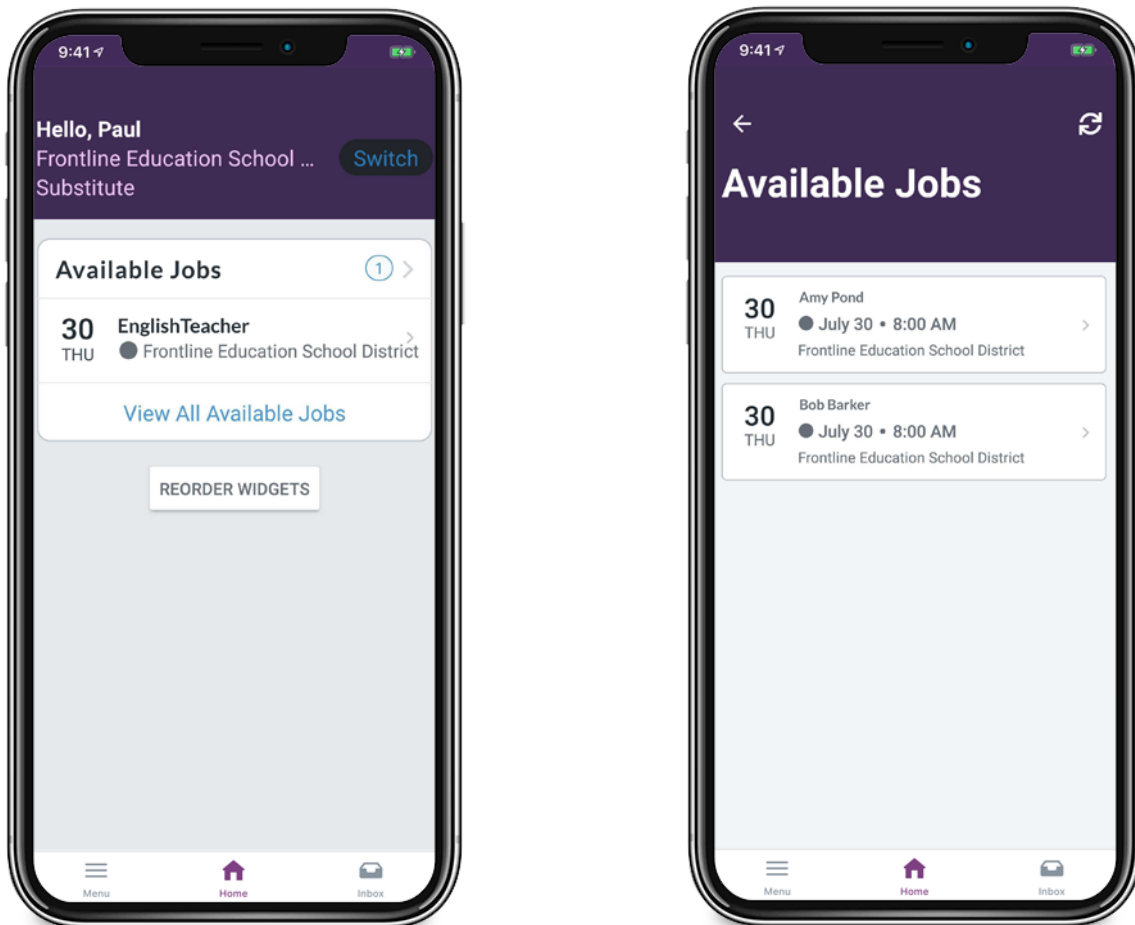


Mobile App

The Frontline Education mobile app posts potential assignment opportunities for any districts that you have been provided visibility. To view these options, log in to the mobile app and select the **View All Available Jobs** link on the homepage.

FINDING JOBS

The "Available Jobs" page includes a comprehensive list of any assignments that have been posted by employees within your district(s). This information includes the date when the employee's absence will occur, the name of the person who requested a substitute, the position in question, and the location where the absence will take place.



Tap on a specific assignment if you wish to learn more about it.

ACCEPTING A JOB

Once on the job details page, you can view a summary of the job, as well as a phone number and/or notes about the assignment. If you wish to accept the job, select the **Accept** button at the bottom of the page.

Once the "Accept" option is selected, the app will provide a confirmation number and verify that you successfully accepted the assignment.

