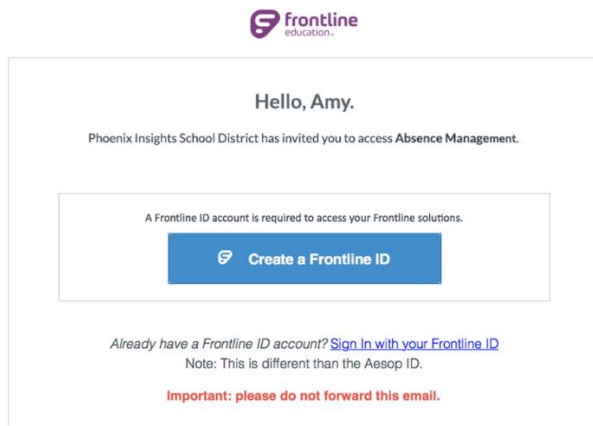


INSTRUCTIONS TO CREATE YOUR FRONTLINE ACCOUNT

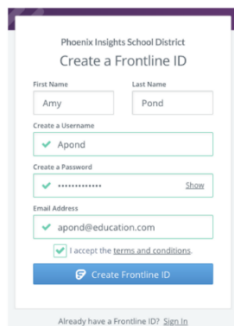
Once you are set up in our personnel systems, you will receive an email invitation to create a Frontline account.

Once your account is created, you will have access to Absence Management and Central (for online contracts), IEP Direct (for Special Education department personnel).



- Click **Create a Frontline ID**

RECOMMENDED: Use your district email address as your USERNAME
Use your district password as your PASSWORD

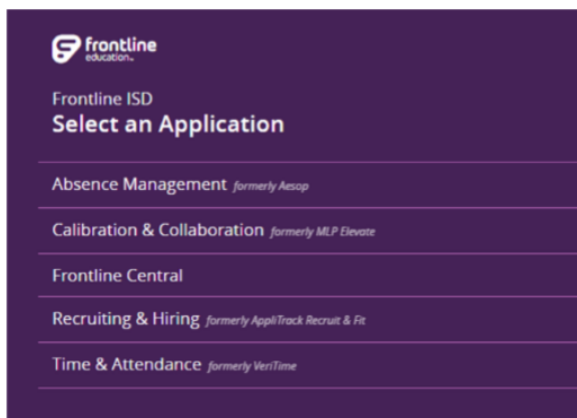
The image shows a screenshot of the "Create a Frontline ID" registration form. The form is titled "Phoenix Insights School District Create a Frontline ID". It includes fields for "First Name" (Amy) and "Last Name" (Pond). Below these are fields for "Create a Username" (apond) and "Create a Password" (masked with dots and a "Show" link). The "Email Address" field contains "apond@education.com". There is a checkbox for "I accept the terms and conditions" which is checked. A blue "Create Frontline ID" button is at the bottom. At the very bottom, there is a link: "Already have a Frontline ID? Sign In".

- After the first login (from the invitation), you will need to use the following URL to access the login screen (**please bookmark it or go to the Staff Portal on our website and click on Frontline**):

app.frontlineeducation.com

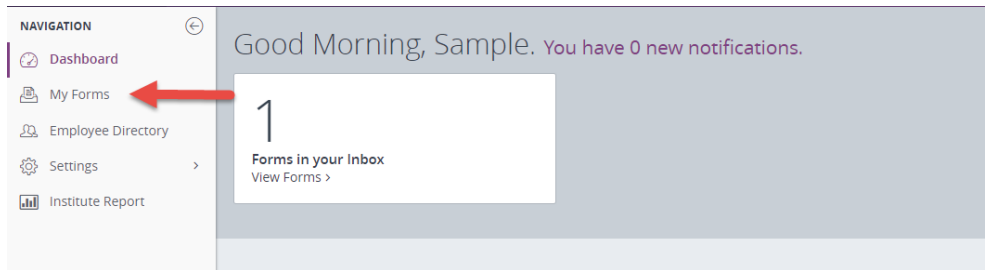
- Please use Google Chrome as your browser.
- Please clear the cache/cookies to remove old login pages. If you need assistance with this, please contact the IT Department.
- Any product associations (Absence Management (AESOP), IEP Direct, Central, etc.) will immediately appear on your screen. After you select a solution, the App-Switcher box will be accessible in the upper left-hand corner of any solution you are in.

This screen is dynamic and may appear different to each user depending on the user's application access.



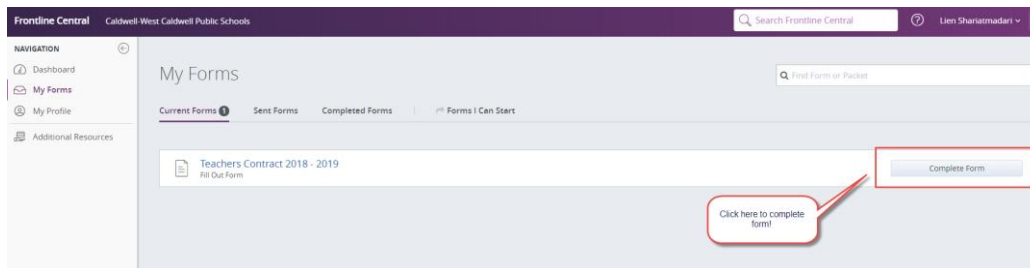
ACCESSING EMPLOYMENT CONTRACTS

When in your home screen in Frontline Central – Dashboard – there will be notification reminders of the forms in your inbox, under “My Forms” in the middle of your screen.



In the Navigation section, select **My Forms**.

Your employment contract should be listed.



Click “Complete Form”.

A new screen will lead you to the Form Template. Review the information (Name, Department, Location, Guide & Step and Salary). If everything looks correct, type your name in the signature box, click “Add Digital Signature” and then click “Submit Form”. You can print your contract, if desired, or it will remain in your “Completed Forms” forever.

CHECKING ABSENCE BALANCES and CREATING AN ABSENCE

- Select ABSENCE MANAGEMENT after logging into Frontline
- Click on “Account”, then on “Absence Reason Balances”
- To Enter an Absence, click on “Absences”, then “Create an Absence”

Absences must be entered one hour before the start of the school day on the day of the absence. If you miss the cutoff, please contact Angela Tobey – atobey@cwcboc.org to enter it for you.

Please be sure to indicate whether or not you need a substitute by selecting “YES” or “NO” under Substitute Needed.

If you have any questions regarding your absence balances, please contact Angela Tobey – atobey@cwcboc.org.