

# FRONTLINE USER GUIDE

Frontline can be accessed on the district website under **Resources > Staff > Logins and Communication > Frontline-Absence Management**. **Log in using single sign on (SSO) via your District Google account.**

The screenshot shows a navigation menu with the following items:

- 2023/2024 Calendars
- Logins and Communication
  - Logins
    - Alexandria
    - District Email (GMAIL)
    - Frontline - Absence Management**
    - CANVAS
    - CLASSLINK Single Sign-on
    - iVisions Employee Access
    - TalentEd Application System
    - MobyMax
    - School Dude (Maintenance Work Orders)
    - SafeSchools
    - Zoom
  - Communications
    - Network/Email Account Request
    - Network/Email Account Request (paperless)
    - Equipment Checkout
    - Instructions for Phones
    - Voicemail Instructions

The screenshot shows the Frontline Absence Management login page. The page features the Frontline Education logo and the text "Absence Management Formerly Aesop". The "Sign In" section includes input fields for "ID or Username" and "PIN or Password", a "Sign In" button, and links for "Forgot ID or Username" and "Forgot PIN or Password". A red box highlights the "Or Sign In with Organization SSO" link. At the bottom, there is a promotional banner for "How to boost substitute engagement" with a "New Research Brief" link.

# ABSENCE MANAGEMENT – How to Create an absence

**Absences must be entered no more than 24 hours after they occur. If you miss this window, you must contact your timesheet approver (School Secretary).**

**Date Selection:** When selecting your absence timeframe, click on the desired date within the calendar. The system will highlight your selection in blue.

You can also click on multiple days to create a multi-day absence. If you have a larger range of consecutive days, simply click and drag your cursor to select the dates.

The screenshot shows the 'Create Absence' interface. At the top, there are three tabs: 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. Below the tabs, there's a header 'Please select a date' and a sub-header 'December 2019'. A calendar grid is displayed, with the date '11' highlighted in blue. To the right of the calendar, there are several form fields: 'Substitute Required' with a 'Yes' button, 'Absence Reason' with a 'Select One' dropdown, 'Time' with a 'Full Day' dropdown and a time range selector (08:00 AM to 03:00 PM), 'Notes to Administrator' (not viewable by Substitute), and 'Notes to Substitute'. On the right side, there's a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and a 'Shared Attachments' section. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

**Absence Details:** The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

**Substitute Required:** This is where you will select whether or not you will need a substitute. If you are unsure, reach out to your school secretary or your administrator.

**Note to Administrator:** Notes are required for your leave to support those who will review your absence. You can also leave notes to the substitute in a separate box. Substitutes cannot see your Notes to Administrator.

**Attach a File:** Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.) To attach a file, click the Choose File button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome or Safari), you may also be able to drag the file right into the drop area.

Once a file is added, it will appear in the File Attachments section. Select the pencil icon to describe the attachment or click the trash can icon to delete it, if needed.

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	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	1

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required**

**Absence Reason**

**Time**  
Please enter a valid time range using the HH:MM AM format.  
  to

**Notes to Administrator**  
(not viewable by Substitute)

255 character(s) left

**Notes to Substitute**

255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

**Shared Attachments**

**Saving the Absence:** Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

**Create Absence**

2 **Scheduled Absences**

3 **Past Absences**

0 **Denied Absences**

Please select a date

Need more options?

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
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**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required**

**Absence Reason**

**Time**  
Please enter a valid time range using the HH:MM AM format.  
  to

**Notes to Administrator**  
(not viewable by Substitute)

Jury Duty

246 character(s) left

**Notes to Substitute**

Please remember to feed Frodo, our classroom hamster! :)

199 character(s) left

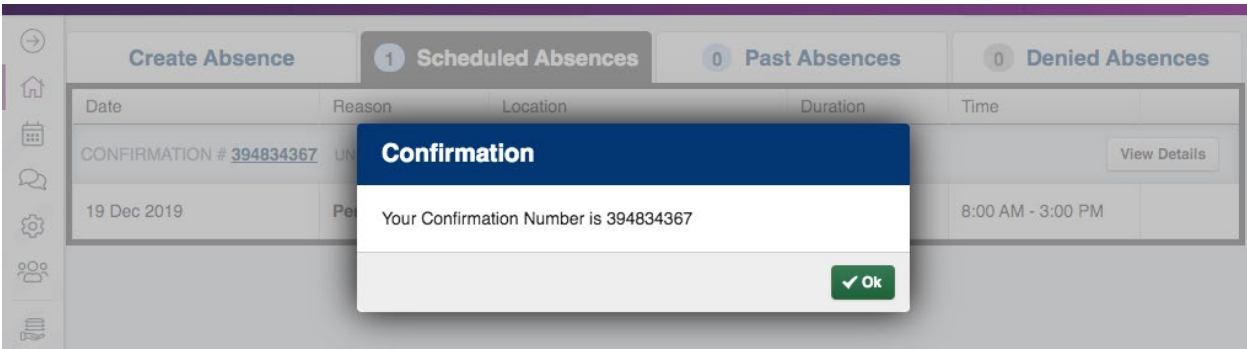
**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

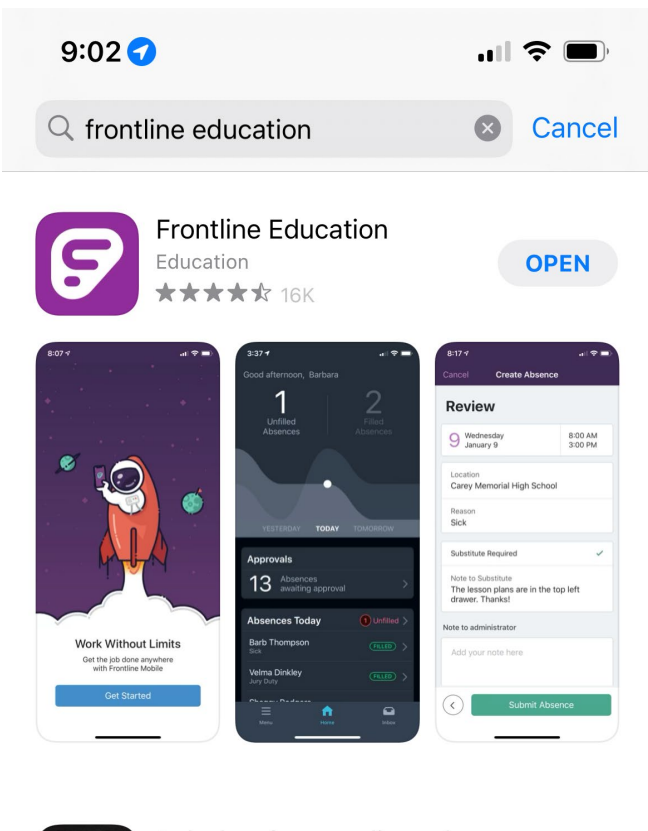
**Shared Attachments**

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.

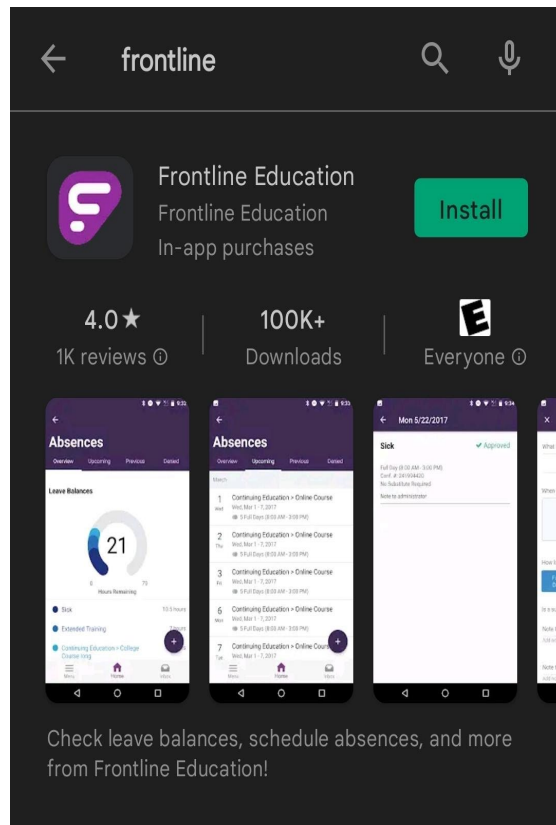


## Frontline Education App for IOS & Android

To make entering absences and timesheets easier, Frontline has an app! To download, search “Frontline Education” in your devices app store. Log into the app with your District account via SSO.



IOS/Apple



Android