

Receiving an Email Invitation for a Frontline Application as a Substitute

Once your district upgrades to the Frontline Insights Platform, you will receive an email invitation to create a Frontline ID account. This new username and password will replace any former login credentials and allow you to access all your Frontline applications with a single username and password.

In a rush? Reference this brief, printable **QuickStart Guide** (<http://help.frontlinek12.com/WebNav/Docs/AccountCreationQSGuide.pdf>) to quickly review the account creation process.

Receiving an Invitation

Those who receive an email invitation must make the proper selections to either set up a new Frontline ID account or to sign in with an existing account.



Hello, Amy.

Phoenix Insights School District has invited you to access **Absence Management**.

A Frontline ID account is required to access your Frontline solutions.

 [Create a Frontline ID](#)

Already have a Frontline ID account? [Sign In with your Frontline ID](#)

Note: This is different than the Aesop ID.

Important: please do not forward this email.

Create a New Account

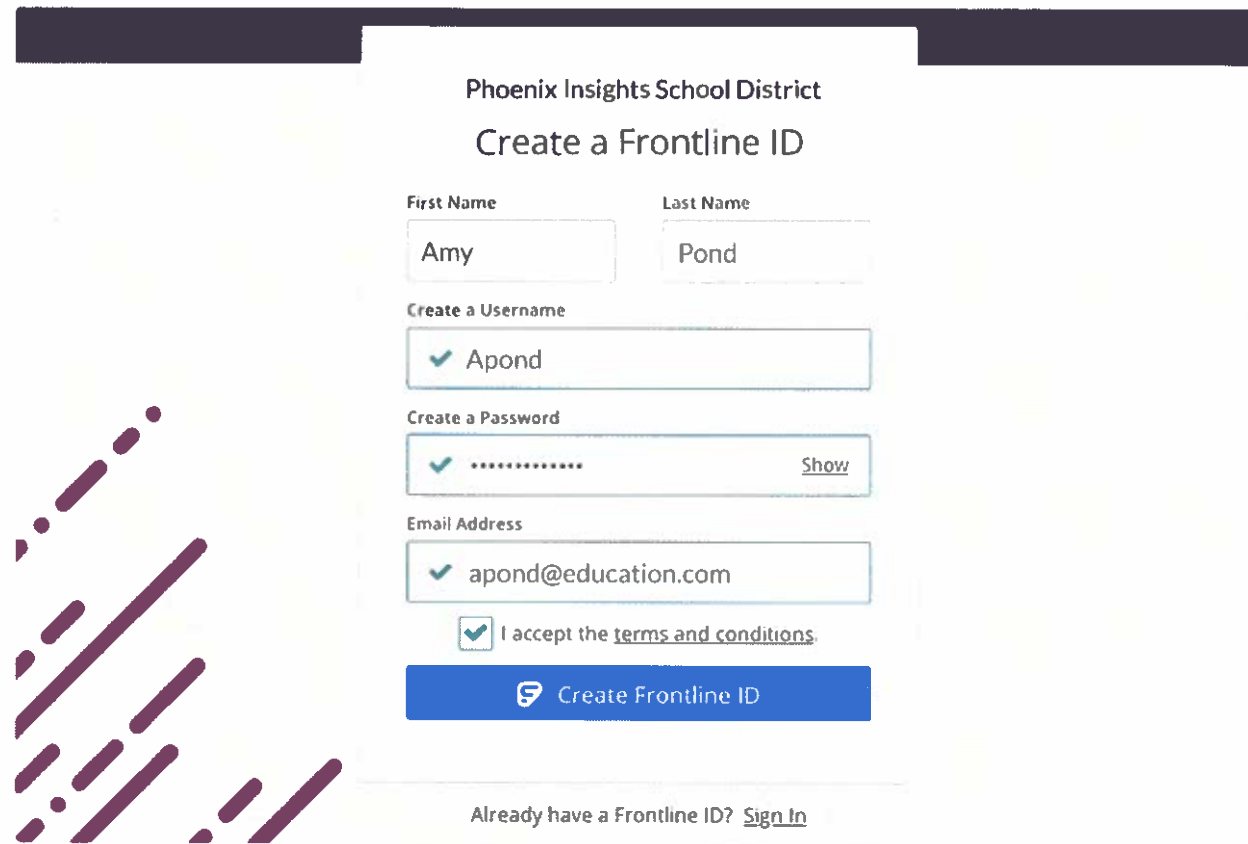
To access the new functionality associated with your application(s), you will need to create a new Frontline ID account in accordance with Frontline requirements.

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a single username and password.

Select **Create a Frontline ID** within the invitation email. This selection takes you to a login page where you must create new login credentials.

Your new username must contain 1 alphabet character and at least 4 total characters. The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address for password recovery and click **Create Frontline ID** once you are finished.



Phoenix Insights School District

Create a Frontline ID

First Name: Amy

Last Name: Pond

Create a Username: ✓ Apond

Create a Password: ✓ [Show](#)

Email Address: ✓ apond@education.com

I accept the [terms and conditions](#).

[Create Frontline ID](#)

Already have a Frontline ID? [Sign In](#)

Pro Tip: Your Frontline application uses an email address as a means for credential recovery/verification. With this in mind, the system will prompt you to **confirm your email** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/360049764134>) if a new account is created or if your email is ever updated in the system.

Once your email is verified, the system signs you in with your new username and password and activates the enhancements associated with the Insights Platform. These new upgrades incorporate features such as application switching and a single url sign-on page (go to app.frontlineeducation.com (<https://login.frontlineeducation.com/login?signin=e53026c97de577d11bf67fbc38a17b6&clientId=superSuit#/login>)).

Sign in with Existing Account

The "Sign In with your Frontline ID" option is only applicable in special circumstances (such as having to provide access to a multi-district user, etc.) In such cases, you will have already received this email invitation in the past and created a Frontline ID account.

If this applies, select **Sign In with your Frontline ID** and enter the Frontline ID account you previously created from the prior invitation email.

As a general rule, users will primarily receive an invitation email to create a new Frontline ID account and not to sign in with an existing one.

With the creation of your new account, you can begin to utilize all the improved functionality associated with the Insights Platform.



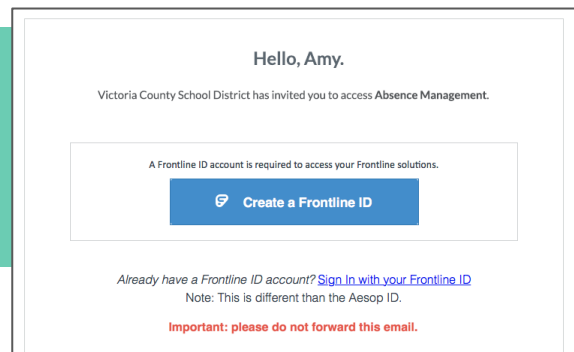
Identity Management

Once your organization upgrades to the Frontline Insights Platform, you can begin to utilize new and improved system functionality! These new upgrades allow you to log in to all your Frontline applications with a single username and password and to access any Frontline application via a single URL.

GETTING STARTED

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CREATING AN ACCOUNT

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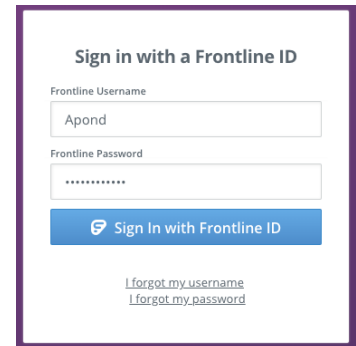
Once you are finished, click **Create Frontline ID**.

The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires these credentials for any future logins.

SIGN ON PAGE

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

Go to app.frontlineeducation.com, enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.



Sign in with a Frontline ID

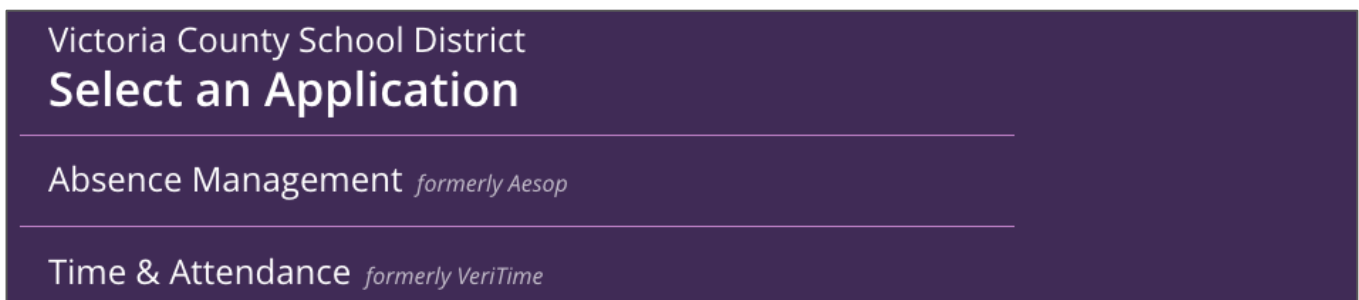
Frontline Username
Apond

Frontline Password

[Sign In with Frontline ID](#)

[I forgot my username](#)
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If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.



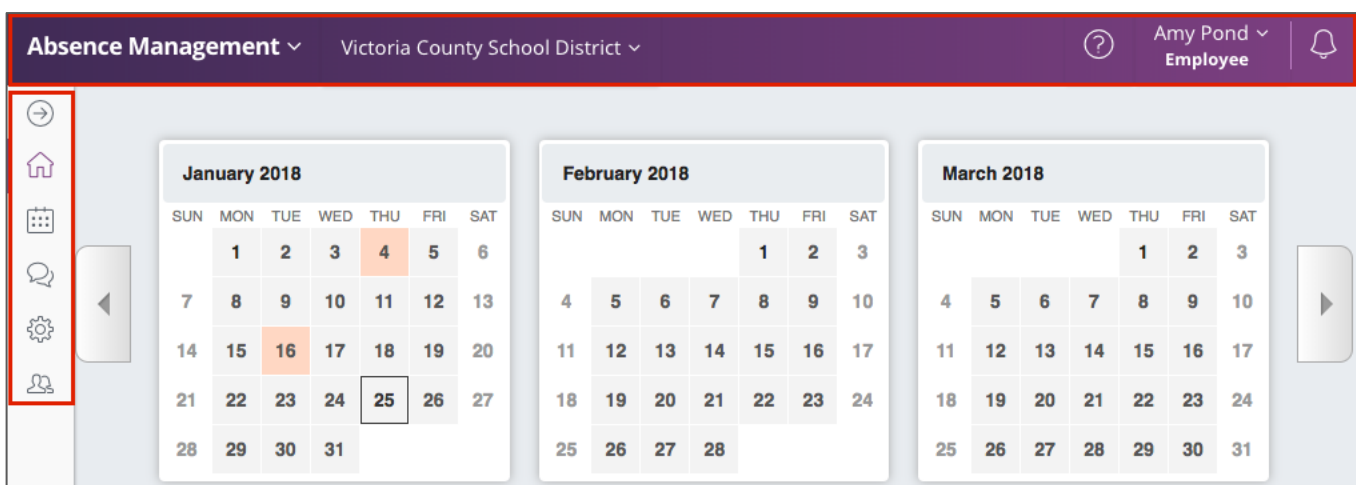
Victoria County School District
Select an Application

Absence Management *formerly Aesop*

Time & Attendance *formerly VeriTime*

LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.



Absence Management Victoria County School District Amy Pond Employee

Home, Calendar, Chat, Settings, Profile

January 2018							February 2018							March 2018						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
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7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

If you have any additional questions, please reference your application's Learning Center!



Getting Started as a Substitute

This guide will address basic system functions and help maximize your potential to find the best jobs.

Note

Some system features are permission-based. This means you may see something in an article that appears different for your setup. These system permissions are determined by your *district*, so if you encounter an issue, you will need to contact your district's Administrator.

Reference the " ? " icon in the top right corner of your application for the Admin's contact details.

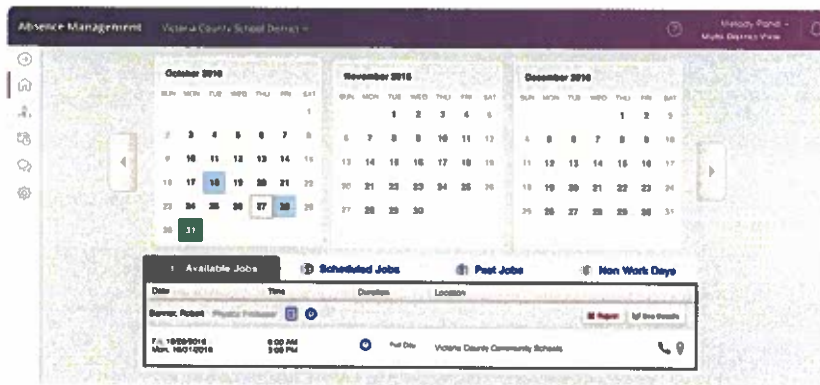
Basic Training Video

In the basic training video, let's review important topics that include the login process, how to find and accept available jobs, PIN management, and more!

Ready to learn? After you view the basic video, dig deeper by **watching the advanced training video.**

Easily Find and Accept Available Jobs

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 aesoponline.com (<http://www.aesoponline.com>). These options provide the flexibility to proactively search for jobs and fill your schedule the way you want.



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.

For more information about how to find available jobs in the system, check out [this article](#).

Manage your Preferences

Your schedule and call time preferences determine how the system notifies you about potential jobs. You can enter Non-Work Days, specify which schools are preferred, and adjust call times to fit your schedule.

» Non-Work Days

Are you going to be on vacation for a week this summer? Or would you prefer to never be offered Friday jobs? You can enter "Non-Work Days" which tell the system that you do not want to be called for jobs on those pre-defined days.

Learn more about how to add and manage Non-Work Days [here](#).

» Preferred Schools

Do you prefer to work at one location over another? The system allows you to choose which schools can (and cannot) send you job offers. Just keep in mind that you increase the odds of finding a job by keeping more locations selected.

Click [here](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266067) (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266067>) to learn more about the Preferred Schools list.

» Call Times

One of Absence Management's great features is its ability to automatically call and offer you available jobs. However, certain times may not work for your schedule. For example, at 5 AM you may be sleeping. The system allows you to customize these call times and determine when you should and should not be contacted about available jobs.

Reference [this article](#) to manage call time preferences.

Looking for more? Reference [this FAQ article](https://absence-help.frontlineeducation.com/hc/en-us/articles/115004473007) (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115004473007>) to better understand account settings, multi-district views, and other trending questions.

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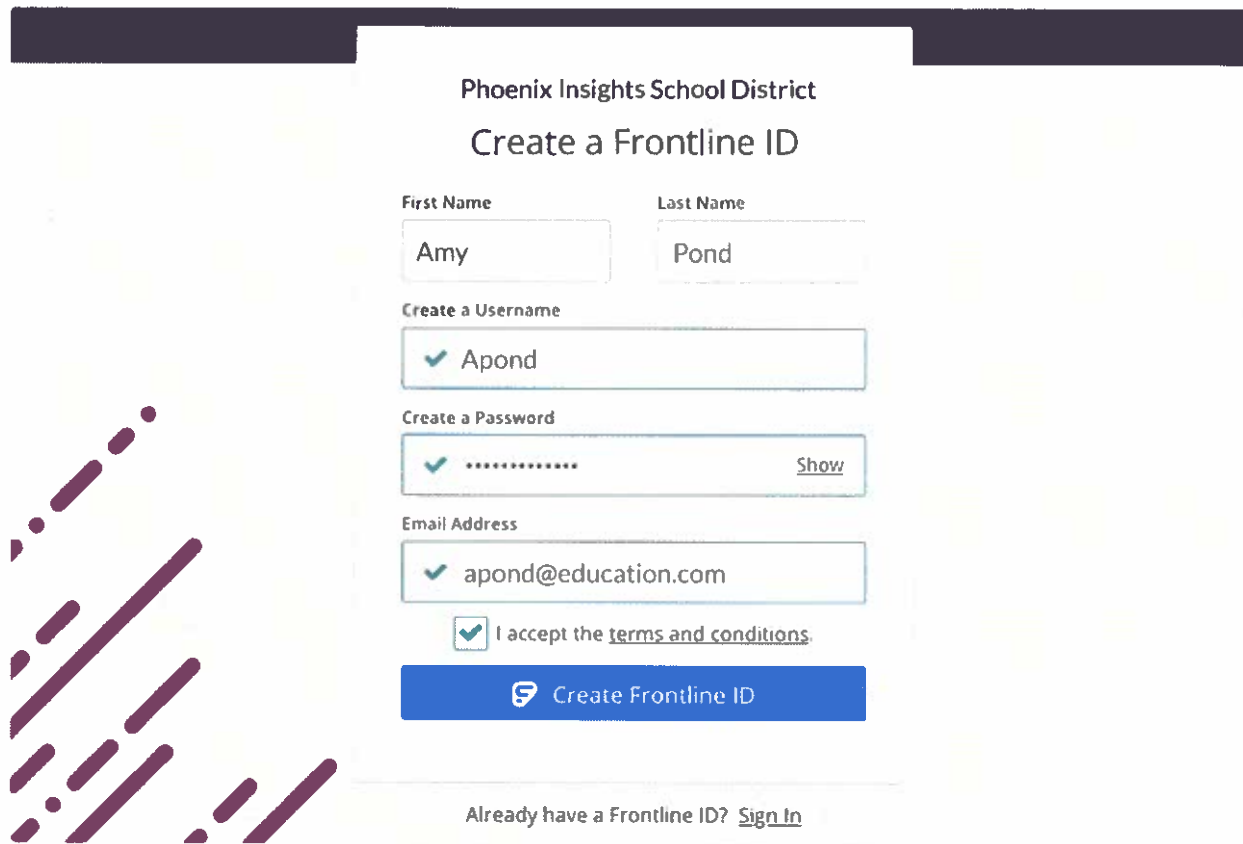
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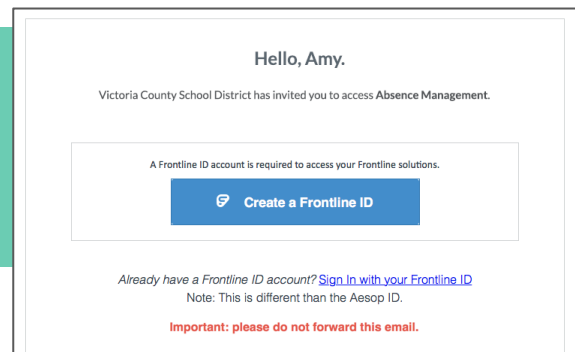
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Absence Management ▾ Victoria County School District ▾

 ? Amy Pond ▾
 Employee |

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