

## **How to Check Job Assignments in Frontline Substitute Overview**

App.frontlineeducation.com or 1-800-942-3767

- Create a Frontline account (from an invitation) to view vacancies only on the web
- Use your phone number or phone ID and Phone PIN for automated phone calls or to listen to vacancies on the 800 #
- Log on to Frontline and enter your Username and Password in order to manage your own schedule and school preferences
- Search for assignments
- Accept or reject assignments – receive confirmation # with accepted assignments
- Receive district messages and announcements
- Interactive calendar – add nonwork days and delete a nonwork day (please keep up-to-date to show when you are available as a substitute so that our list of subs can be accurate for any particular day)
- View your personal schedule with accepted assignments
- Specify call times for automated phone calls for vacancies
- View personal information
- Phone services – how to answer an automated call
- Web notification / Email notification / Phone notification