



Burbank Unified School District
Human Resources
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Board of Education

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The current Frontline Education application (Aesop) underwent a system update. Following the update, your AESOP (now, "Absence Management") account will include a free, new mobile app for iPhone & Android (this app **will not** be available to substitutes). To login in to your account you will now use your **District email and password**. Please note: if you are accessing the system via a land-line phone, your login ID and PIN will remain the same.

You now have the ability to login to the updated version of Absence Management via any of the following methods:

- **DISTRICT SINGLE SIGN-ON APPLICATION**
you may access Absence Management by going directly to our BUSD website. From our home page select the "Staff" tab and then "Aesop (Frontline) Login".
- Via the following link
<https://login.frontlineeducation.com/sso/burbankunified>
- **FRONTLINE SIGN-IN PAGE**
Frontline also provides the standard sign-in option via a global URL <https://app.frontlineeducation.com>
From here, you will select the link that says "Or **Sign in with Organization SSO**," enter your district email address, and click on Sign In.

EFFECTIVE IMMEDIATELY THE LINKS LISTED ABOVE MUST BE USED. PLEASE UPDATE ANY LINKS THAT YOU MIGHT HAVE SAVED ON YOUR COMPUTER/PHONE.

***If you are a substitute employee, you may have received a Frontline ID invite requesting that you create a Frontline ID. If you have already created an ID based on the invitation that was emailed, this account will be disabled once you login in with your District email and password.

We encourage you to sign-in as soon as possible to ensure that there are no issues with your logins. If you have questions regarding your login (**District email/password**) please contact Technology at (818) 729-3401.



Mobile App

Districts that upgrade to the Frontline Insights Platform also gain access to the new Frontline Education mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools.

REQUIREMENTS

You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insight's Platform.
- You must utilize employee-based functionality.
- You must enter the 4-digit invitation code **7354** to gain initial in-app access.
- You must have a Frontline ID created.

The Frontline mobile app is not available to **substitutes** and does not replace or conflict with the Jobulator app. Substitutes who subscribe to Jobulator will continue to accept and view future assignments through that application.



GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app.

Once you complete the download, open the app to view an initial welcome page.

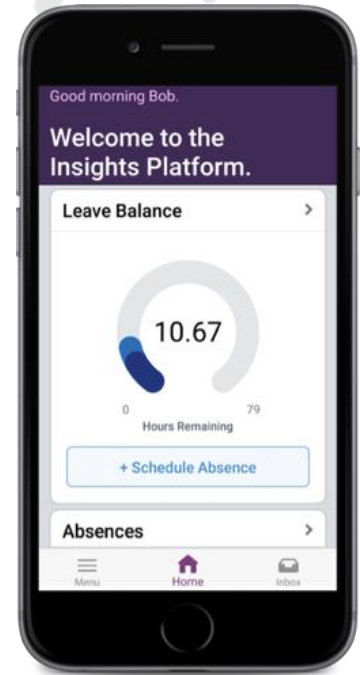
Enter the 4-digit invitation code **7354** into the space provided and click **Continue**.

The Sign In page appears. Simply enter your **Frontline ID** and click **Sign In**.

HOMEPAGE

The homepage provides a graph with current absence or leave balance details (if enabled) and displays any scheduled absences. You can access your Inbox or Navigation Menu at the base of the page, or you can select the option to schedule an absence.

The “Inbox” option provides instant access to any pending messages or email notifications. The “Menu” option opens a side navigation bar where you can access current tools and settings such as your Absences page.



ABSENCES

The Absences page provides an overview of available Paid Time Off (if leave balances are enabled) or absences this past year (if available). The page also includes upcoming, past, or denied absences. The app categorizes your Paid Time Off in accordance with current available hours. (See images below.)

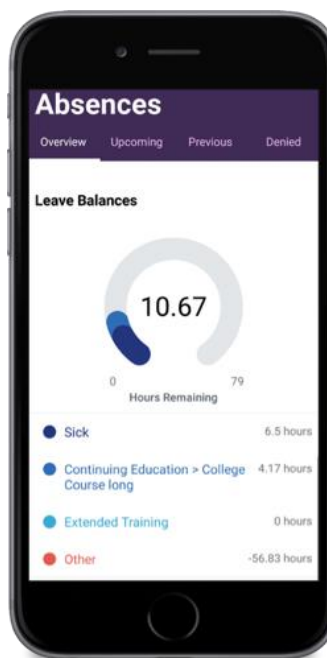
CREATE AN ABSENCE

As mentioned above, select **+Schedule Absence** on the homepage to create an absence. Choose your absence timeframe, indicate whether a substitute is required, and include notes for the Admin or sub!

(Absences This Year enabled)



(Leave Balances enabled)



(Absence Creation)

