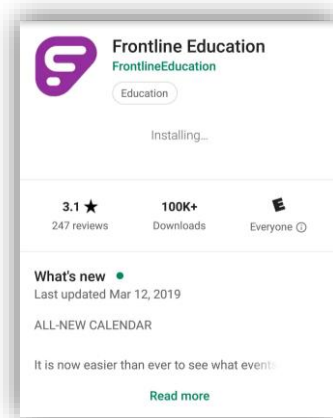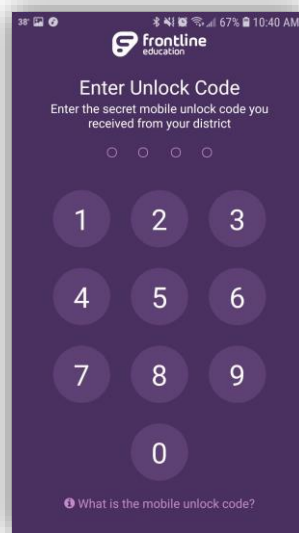Employees can use Frontline Absence Management to track and enter absences and monitor available leave balances.

You **CANNOT** use the app to enter the Professional Growth site or for subs to pick up absence jobs.
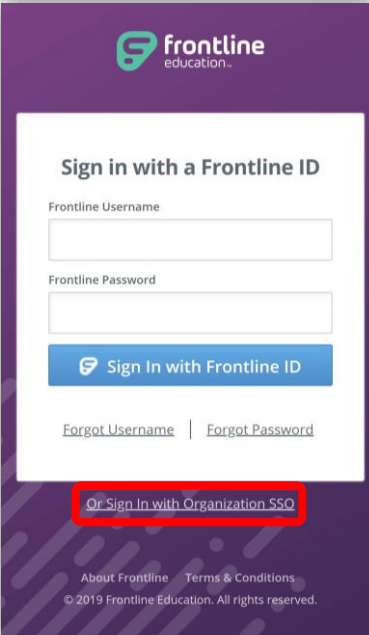
1) **Download the Frontline app from your device's app store. (Google Play or iOS App Store).**
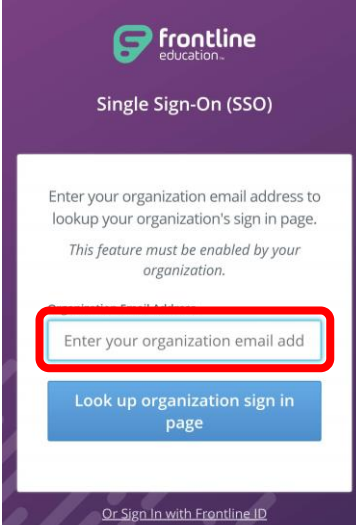

2) **Enter the district code : 7354**

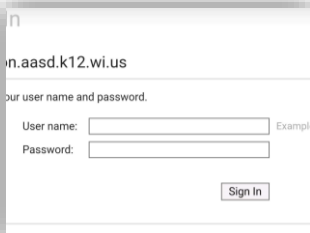**3) Click on the link at the bottom for "Sign in with organization SSO".**

4) Enter your district email.

5) Enter District Username (Not Email) and Password.

6) **Only if you have additional levels of access in Absence Management (Campus Users such as building Admins or Secretaries), you will be asked to choose which type of account you want to start in.**
   a. To switch between account types after initial login you will have to go to:
      Menu > Settings (Gear) > Switch
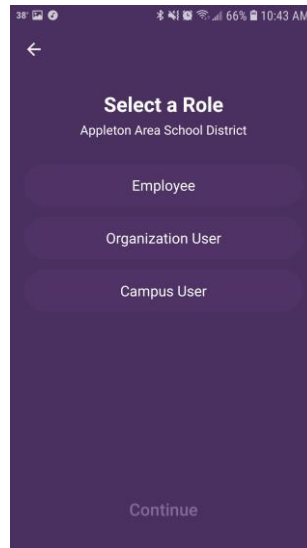
7) For additional help on how to use the app once you are in it here is a link to Frontline's support page.

8) If you experience any error screens or odd messages, just try again immediately. There are some small performance bugs in the program but overall it is a very nice tool to have!