

Appleton Area School District

Training Document

Image Version: RR8A

OS/Office: Windows 10/Office2016

Title: Frontline Absence Management App

Date: 04/15/2019

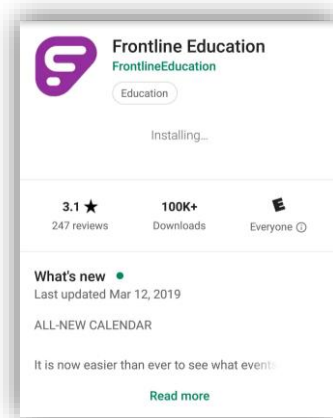
Author: Paul Stinson

Revision Date:

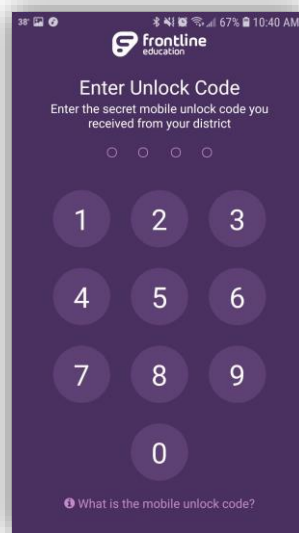
Employees can use Frontline Absence Management to track and enter absences and monitor available leave balances.

You **CANNOT** use the app to enter the Professional Growth site or for subs to pick up absence jobs.

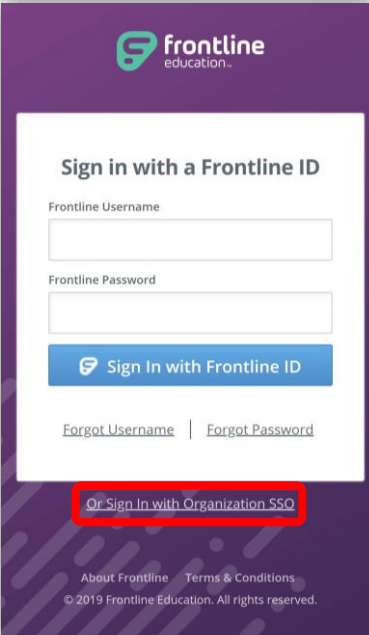
1) Download the Frontline app from your device's app store. (Google Play or iOS App Store).



2) Enter the district code : 7354

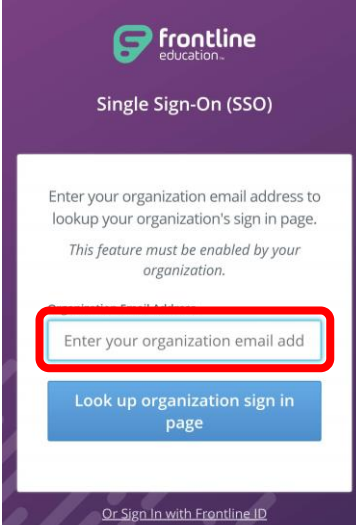


3) Click on the link at the bottom for "Sign in with organization SSO".



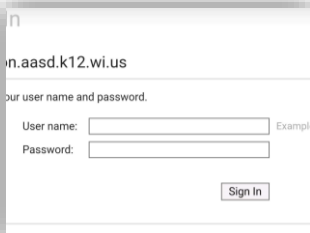
The image shows a login page for Frontline Education. At the top left is the logo with the text "frontline education". The main heading is "Sign in with a Frontline ID". Below this are two input fields: "Frontline Username" and "Frontline Password". A blue button with a white icon and the text "Sign In with Frontline ID" is positioned below the password field. Underneath the button are two links: "Forgot Username" and "Forgot Password". At the bottom of the form area, a link "Or Sign In with Organization SSO" is highlighted with a red rectangular box. The footer contains the text "About Frontline Terms & Conditions" and "© 2019 Frontline Education. All rights reserved."

4) Enter your district email.



The image shows a "Single Sign-On (SSO)" page. At the top left is the logo with the text "frontline education". The heading is "Single Sign-On (SSO)". The main text reads: "Enter your organization email address to lookup your organization's sign in page. This feature must be enabled by your organization." Below this is an input field with the placeholder text "Enter your organization email add" highlighted by a red rectangular box. Underneath the input field is a blue button with the text "Look up organization sign in page". At the bottom of the page, there is a link "Or Sign In with Frontline ID".

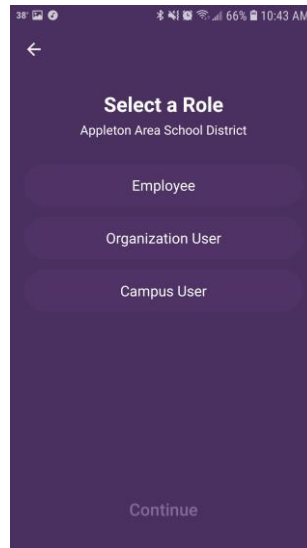
5) Enter District Username (Not Email) and Password.



The image shows a login form for a district. At the top left is a small logo. Below it is the text "n.aasd.k12.wi.us". The main text reads: "our user name and password." Below this are two input fields: "User name:" and "Password:". The "User name:" field has a small "Example" text to its right. Below the input fields is a "Sign In" button.

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!

