Part II Script: Single-District

Getting Started with your Account

Setting up your Frontline account

Now let's set up your account.

You will have received an email invitation to "Create a Frontline ID" from the Frontline website upon completing this course. You'll navigate to that email, and click to "Create a Frontline ID." Create a username with your email and password and be sure to keep a record of both. If you already have a Frontline ID through another district or COG, click under "Create a Frontline ID" where it says "Already have a Frontline ID?" and enter your login information.

After you've created your Frontline account, please confirm your account for security purposes. You will receive a confirmation email from Frontline, click to confirm your account by following the link inside.

Customizing Absence Management Account

Now that your account is set up in Frontline, you'll want to customize your Absence Management Account. This is where you'll set up all of your preferences, including which buildings you will see job notifications from and how those notifications will be sent to you.

On the Frontline website, on the left navigation bar, click on Preferences. This is where you will make all preferred customizations on your Frontline account.

There are three ways you can be notified of and select an open substitute job. Those ways include: using the free mobile app, searching jobs through the Frontline Website and/or receiving call notifications.

- Under the "Schools" tab, you can view which building assignments will be displayed to you. By default, you will be able to view all assignments from each building in a district. If you would like to customize the options available to you, you can edit which buildings you DO and DO NOT see available assignments from.
    - First, let's start with an example where you **don't intend to sub**.
        - Select a school within your district you don't want to sub for at all. There are two statements at the top with circles to the left. Select the statement "I don't want to see assignments at the schools selected below."
        - Click the button next to the building that you do NOT want to sub and click "Save" or changes will be lost.
        - You will no longer see any assignments from this building.
    - Next, let's work through an example where you want to sub for specific buildings or grade levels within your district. Here's how to **customize your selections.**
        - Select a building from your district where you want to work.
        - Select the statement "Show me assignments at the schools selected below." Choose the schools you would like to receive notifications from.
        - Click "Save," or changes will be lost.
    - Finally, let's work through an example where you want to **see all available assignments** in your district.
        - Select your district from the list.
        - Select the statement "Show me assignments at the schools selected below." Click "All."
        - Click "Save," or changes will be lost.
- When you are finished, you will have your preferred buildings marked as visible and will be able to see jobs from those schools.
- Now let's go to the "Call Times" tab in order to customize the times you will allow calls. If you have selected "No Calls" then you can skip this tab. If you want to reconsider receiving calls from a specific district, you can edit it here. To begin, select one of your districts to view the preset call