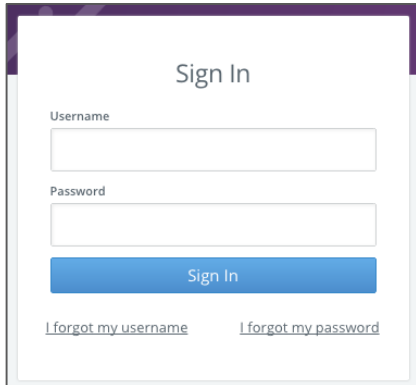




Identity Management

Your district now uses Frontline's unique Insights Platform! This solution allows users to access all their Frontline products with one unique login! You can set up this single Frontline Account in one of two ways. Reference each section below to determine which option applies.

CREATE AN ACCOUNT WITH EXISTING FRONTLINE CREDENTIALS



This section applies to those who already have login credentials specific to a Frontline product.

For applicant tracking, please log in to your application first to begin the process. Otherwise, proceed to the application login url with which you are familiar.

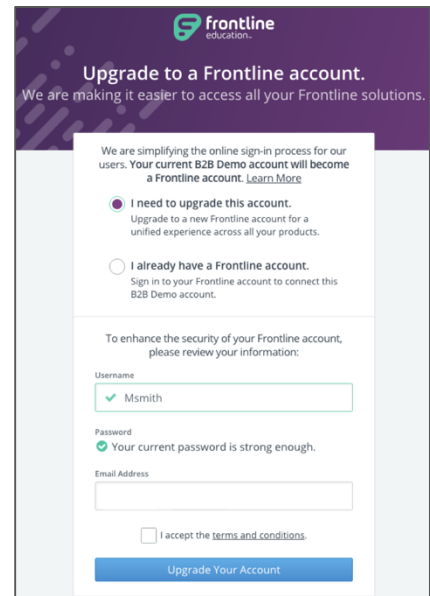
The Sign In page will appear. Enter your username and password. Then, click **Sign In**. The system recognizes your current credentials and prompts you to set up your new Frontline Account.

Click the radio button beside “I need to upgrade this account.”

The system compares your current login credentials with the new single-login requirements and identifies whether anyone already has the username you entered.

Your new username must contain 1 alphabet character and at least 4 total characters. The password must have 1 alphabet character, 8 total characters, and 1 number or special character.

If your credentials meet the requirements, you can create your new Frontline Account with your current identifiers or choose alternatives. Once complete, enter an email address for password recovery, accept terms and conditions, and click **Upgrade Your Account**.



You can then click **Continue to “product”** if you have nothing else to merge with your Frontline Account. Or, you can alternately click **Connect Other Products to this Account** to merge additional products in use.

To merge, make a selection from the dropdown, enter the current credentials associated with that product, and click **Connect this Account**. Repeat this last merge step for each product you use.

RECEIVE AN INVITATION FROM A FRONTLINE PRODUCT

This section applies to a user who receives an email invitation from the system. This scenario occurs when a district begins to use a new Frontline product or if you begin to use an existing product once the Insights Platform becomes activated.

The screenshot shows the Frontline Education login page. At the top right is the Frontline Education logo. Below it, the text reads "Hello Matt Smith," followed by "Victoria County School District invites you to **Frontline Central**." A red warning message states: "*Important: please do not forward this invitation. The sign-in and create account buttons below are connected directly to your personal information." Below the warning are two blue buttons: "Sign in with Existing Account" and "Create a New Account". Below these buttons is a question "Are you new to Frontline Education products?" followed by another blue button "Create a New Account".

Select **Sign in with Existing Account** if you already created a Frontline Account. This selection takes you to the Sign In page where you can enter your unique username and password associated with your Frontline Account.

Select **Create a New Account** if you have yet to create a username or password for your Frontline Account. This selection takes you to a Sign In page where you must create login credentials in accordance to Frontline requirements.

Your new username must contain 1 alphabet character and at least 4 total characters. The password must have 1 alphabet character, 8 total characters, and 1 number or special character.

Include an email address to provide a means for password recovery and click the checkbox to accept the terms and conditions.

Once you are finished, click **Create Your Account**.

The system signs you in with your new username and password and requires these credentials for any future logins.

The screenshot shows a "Create an Account" form. At the top, it says "Welcome Matt Smith!". The form title is "Create an Account". It has input fields for "First Name", "Last Name", "Username", "Password", and "E-Mail Address". The "Password" field has a "Show" button. Below the "E-Mail Address" field is a checkbox labeled "I accept the terms and conditions". At the bottom of the form is a blue button "Create Your Account" and a link "Already have an account? Sign In".

If you have any additional questions regarding Identify Management, consider referencing your application's Learning Center!

Absence and Substitute Management



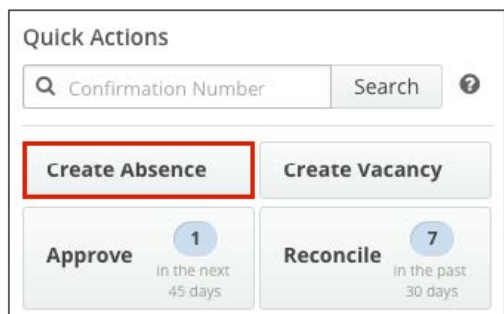
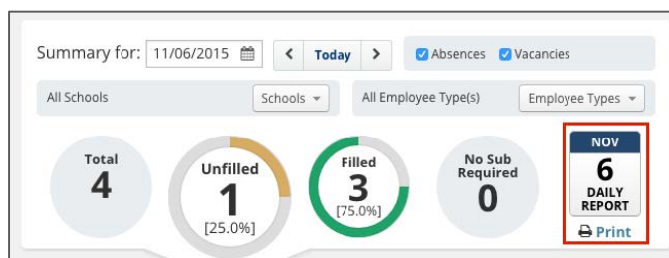
LOGGING IN ON THE WEB

To log in to the absence management system, type aesoponline.com.

Enter your ID number and PIN and click **Login**. If you have trouble logging in, click the **Login Problems** link next to the “Login” button for more information.

ACCESSING THE DAILY REPORT

The Daily Report gives you an overview of each day’s absences, substitutes, and more. Access or print the Daily Report by clicking the Daily Report button on the home page.



CREATING AN ABSENCE

The system is designed to allow employees to enter their own absences, but as an Admin there may be times that you need to enter an absence on behalf of an employee.

To create an absence, click the **Create Absence** button on the Quick Actions panel. Alternatively, choose **Absences > Create Absence** from the side navigation bar.

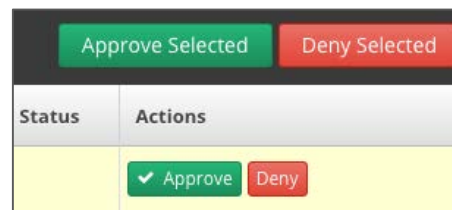
10 Substitute Sign In		
Substitute	Signature	Start/End
Friday, November 6, 2015		
Alice Chan Coal Hill School		Full Day 08:00 AM - 03:00 PM

SUBSTITUTE SIGN-IN REPORT

The Substitute Sign-In Report generates a list of substitutes scheduled to work each day that can be printed and signed by the substitute upon arrival. Access the Substitute Sign-In Report by clicking on **Reports > Absence > Substitute Sign In**.

APPROVING (OR DENYING) ABSENCES

If you approve absences at your school, you will find a list of absences requiring approval by clicking the **Approve** button on the Quick Actions panel. On the absence approval page, click the **Approve** or **Deny** button next to the absence.



RECONCILING ABSENCES

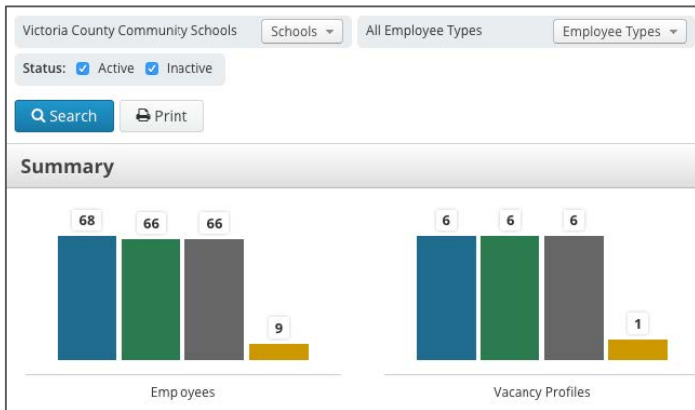
The system allows you to “reconcile” absences at your school to double-check that the data is correct. This is especially important if you are sharing the absence data with a payroll system.

Click on the **Reconcile** button in the Quick Actions panel to view absences that need to be reconciled.

PREFERRED SUBSTITUTES

The system gives you the ability to create a list of substitutes that you prefer to work at your school. If your district has given you the permission, you can create and manage your preferred substitutes list by clicking on **Settings > School > Preferred Substitutes**.

Order	Name	% Lead Time	Min Visibility	Max Visibility	Comments	Select	Action
			HRS MINS	DAYS HRS			
1	Caughill, David	100	11 0	30 0		<input type="checkbox"/>	



PREFERRED SUBSTITUTES

The Staff List report gives you a detailed list of all employees and vacancy profiles at your school. Click **Reports > Employee > Staff List** to access the report. Once you’re on the report, set the relevant criteria like employee type, status, etc., and click **Search**.

CHANGING YOUR PIN AND PERSONAL INFO

Manage and edit your PIN number and personal information by clicking on your name in the top right corner of the site and selecting **Account Settings**.

HELP AND TRAINING RESOURCES

The Learning Center is a great place to access additional training resources, get answers to specific questions, and more! Click on **Help Resources** in the top right corner of the site, and select **Frontline Support**.

