



Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to features such as absence approval and other absence tracking tools.

REQUIREMENTS

You must have the following qualifications to access the app:

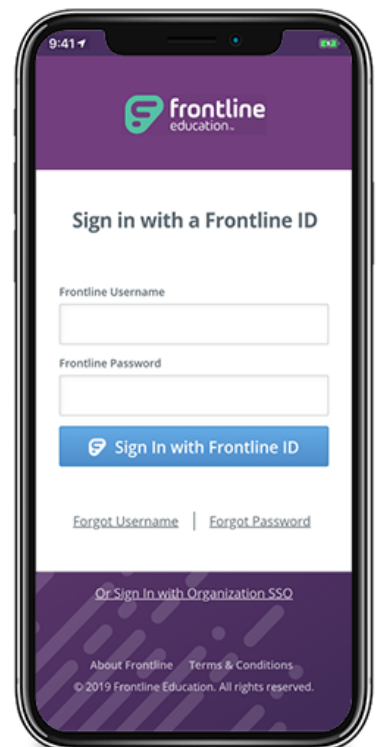
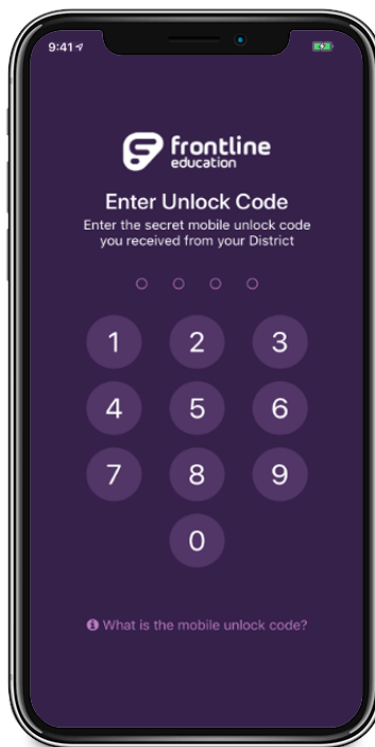
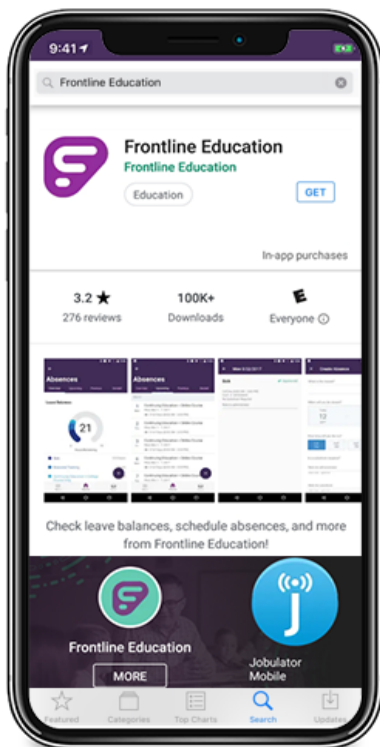
- Your district must utilize the Frontline Insight's Platform.
- You must receive a 4-digit invitation code from your district to gain initial in-app access.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will need to enter a unique 4-digit invitation code prior to signing in. *Your district will send this mobile code to you.

The welcome page displays a confirmation message if you make a correct entry, and you can click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

*Please note that once signed in, you may be prompted to select an organization and user type.

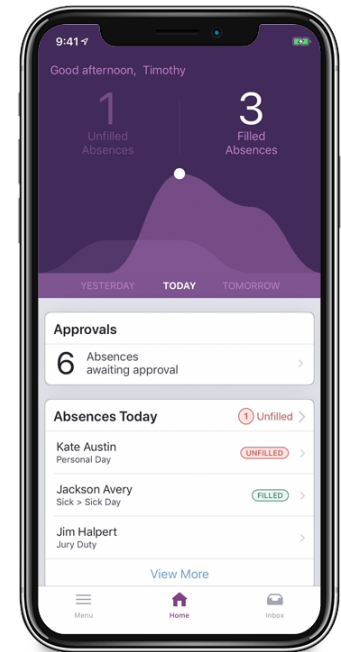


HOMEPAGE

The homepage displays information applicable to your permission setup. Potential in-app features include pending approvals, unfilled absences, and a collective count of filled absences for the current and/or upcoming day.

You can select a particular timeframe (Yesterday, Today, and/or Tomorrow) to review your district's absence requirements and reference the purple graph to review absence details.

You can also select **Approvals** (to review absences pending approval), **Absences Today** (to identify which of your district absences are filled, unfilled, and do not require substitutes), or **People** (to email or call an individual from your contacts list).



MENU/SIDE NAVIGATION

The “Menu” option opens a side navigation bar where you can access current tools and settings.

- Click **People** to view your contact list and reference email and/or personal phone options.
- Select **Absences** to identify which of your absences are filled, unfilled, and/or do not require a substitute and select an individual from the list to review his/her details.
- Select **Approvals** to review absences and approve or deny a request.
- Choose **Calendar** to view upcoming scheduled absences and any Professional Development events you have registered for through Professional Learning Management. (Note, the user can also use the mobile app to electronically check in prior to attending the event.)

