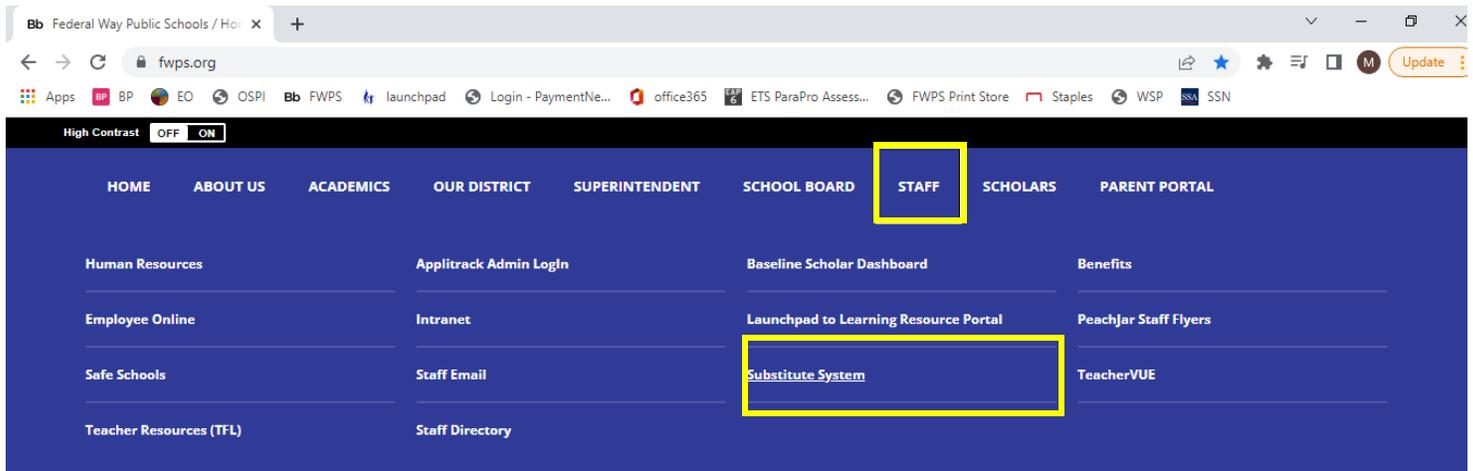


# ACCESSING FRONTLINE

**DIRECT WEB ADDRESS :** <https://app.frontlineeducation.com/>

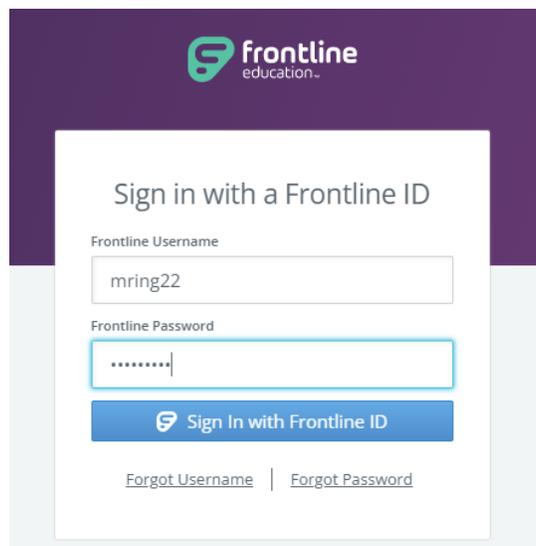
**FROM DISTRICT HOME PAGE :** [www.FWPS.org](http://www.FWPS.org)

Hover over “STAFF” at the top of the page, then select “SUBSTITUTE SYSTEM”



First time users - once all steps in the new hire process are complete, an invitation email will be sent from Frontline. Follow directions in the email to set up your account

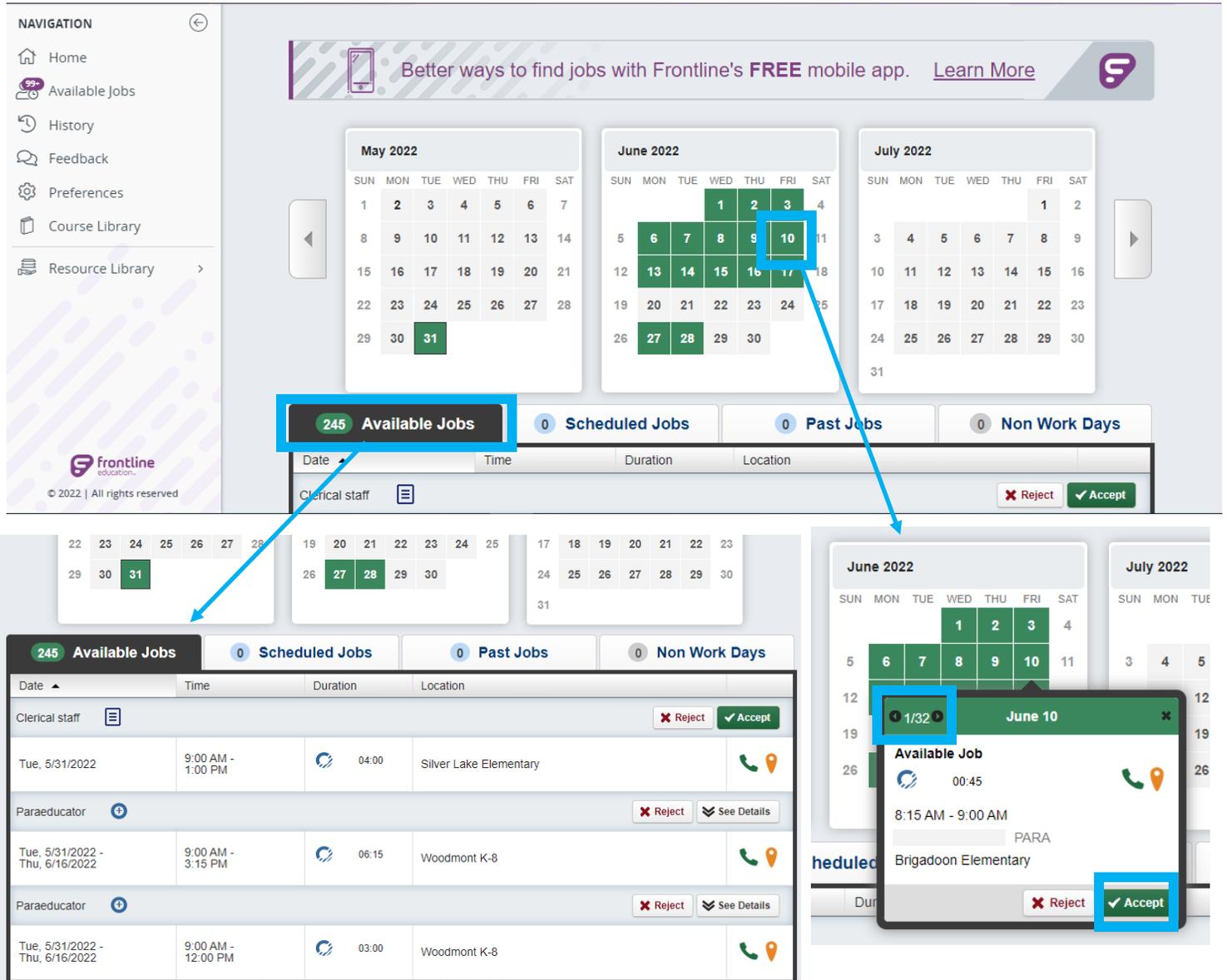
Returning Users - log in using credentials you set up



The image shows the Frontline education login screen. At the top, there is the Frontline education logo. Below the logo, the text reads "Sign in with a Frontline ID". There are two input fields: "Frontline Username" with the value "mring22" and "Frontline Password" with a masked password ".....". Below the input fields is a blue button labeled "Sign In with Frontline ID". At the bottom, there are two links: "Forgot Username" and "Forgot Password".

# USING FRONTLINE - SELECTING ASSIGNMENTS

You will only be able to see jobs you are hired/qualified to work



**245 Available Jobs**    0 Scheduled Jobs    0 Past Jobs    0 Non Work Days

Date	Time	Duration	Location	Actions
Clerical staff				Reject Accept
Tue, 5/31/2022	9:00 AM - 1:00 PM	04:00	Silver Lake Elementary	Accept
Paraeducator				Reject See Details
Tue, 5/31/2022 - Thu, 6/16/2022	9:00 AM - 3:15 PM	06:15	Woodmont K-8	Accept
Paraeducator				Reject See Details
Tue, 5/31/2022 - Thu, 6/16/2022	9:00 AM - 12:00 PM	03:00	Woodmont K-8	Accept

**Available Job**  
00:45  
8:15 AM - 9:00 AM  
PARA  
Brigadoon Elementary  
Reject Accept

## TO SELECT JOBS -

Option 1: using the calendar, click on the day you are wanting to select an assignment. Use the arrows at the top left in the pop up box to navigate through available assignments. Click "ACCEPT" on the assignment you want to work. There is no need to click "reject" on assignments you do not want to do.

Option 2: Scroll through the list of Available Jobs. This list includes all jobs in the system, starting with the job coming up soonest.

# USING FRONTLINE - VIEWING JOBS ASSIGNED TO YOU

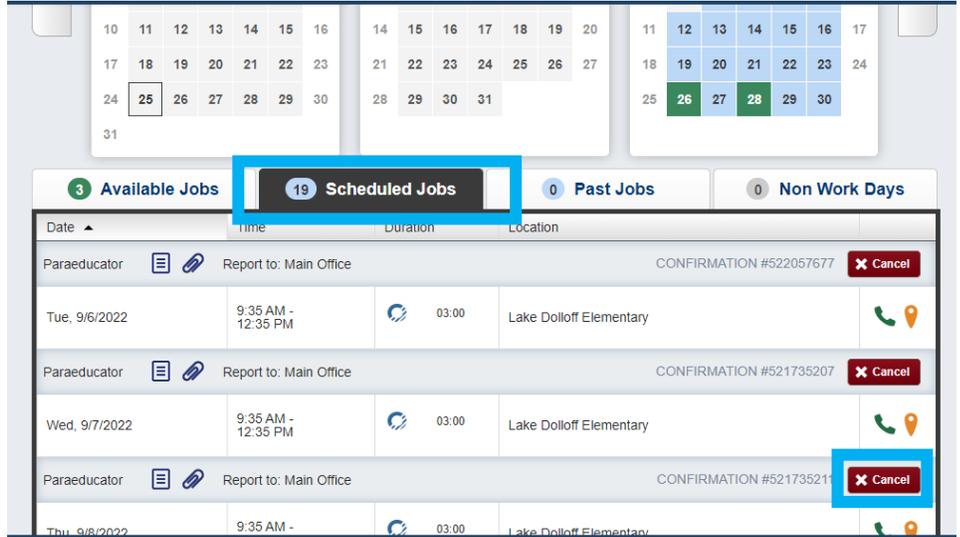
## TO VIEW UPCOMING ASSIGNMENTS:

Any assignment you have coming up will be listed on the SCHEDULED JOBS tab.

## TO CANCEL ASSIGNMENTS:

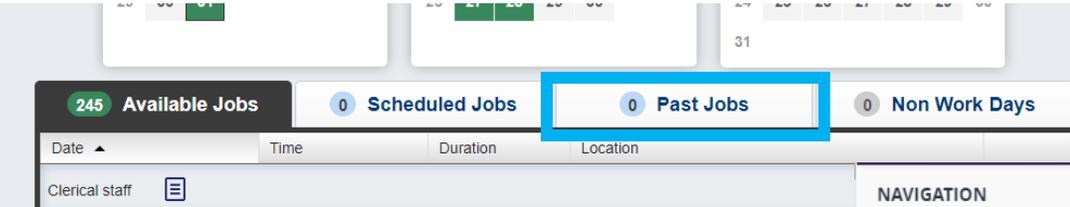
Under the SCHEDULE JOBS TAB, find the assignment you wish to cancel. To the right, click on the red cancel button.

If the assignment is for multiple days, but you only need to cancel one day, please contact the school for support.

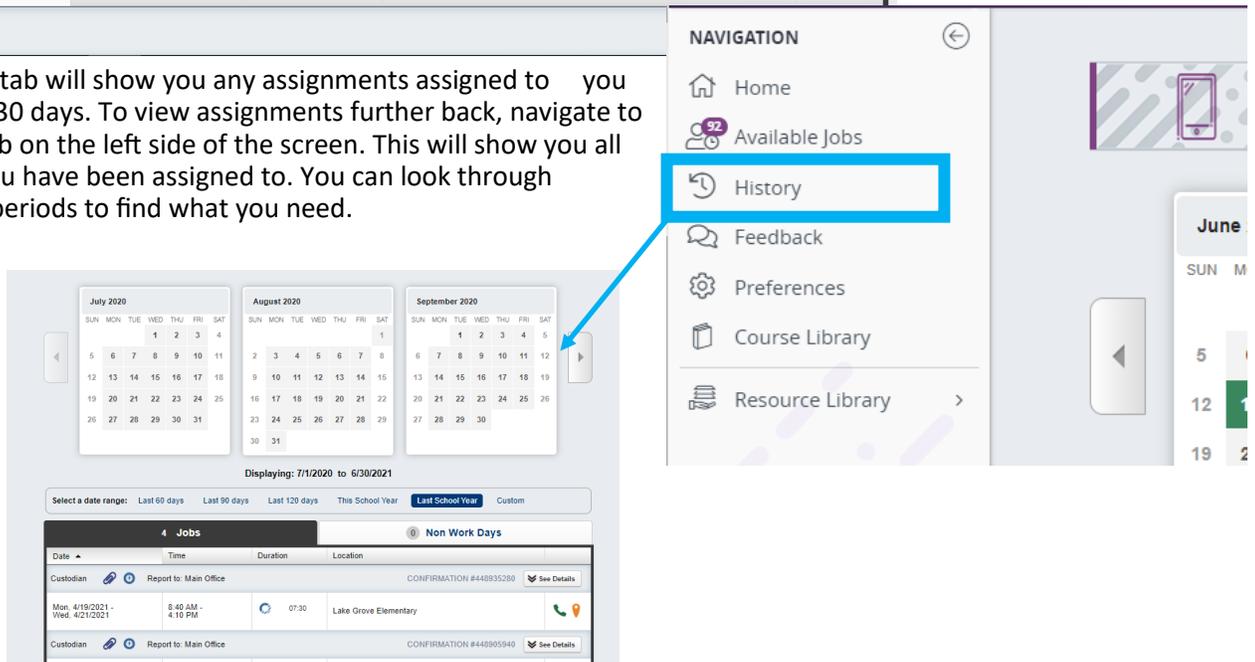


If you are canceling an assignment the morning of, please contact the school to let them know you will not be able to work that day. The system will also not allow you to select any other assignments for that day.

## TO VIEW COMPLETED/PAST ASSIGNMENTS:

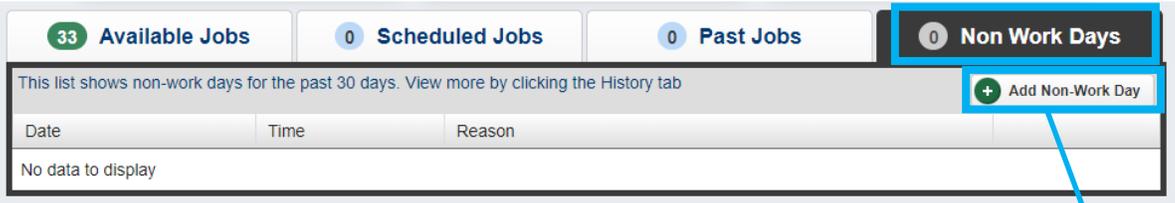


The PAST JOBS tab will show you any assignments assigned to you within the last 30 days. To view assignments further back, navigate to the HISTORY tab on the left side of the screen. This will show you all assignments you have been assigned to. You can look through different time periods to find what you need.

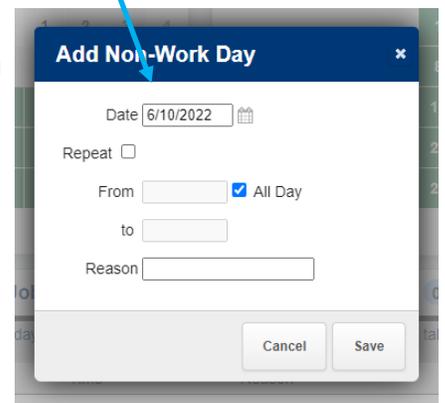


# USING FRONTLINE - PREFERENCES

## TO ENTER NON WORK DAYS:



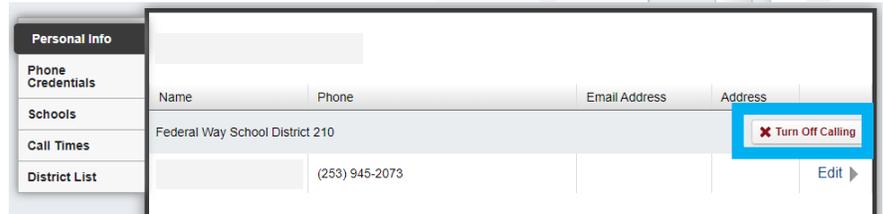
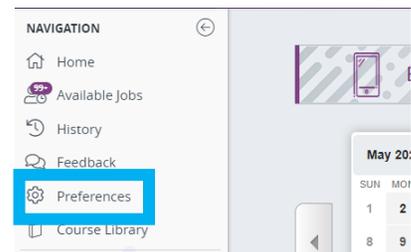
If there is a day coming up you are not available to fill an assignment, you can enter it as a non work day. This means you will not show available to those who are looking for a substitute on that day.



## HOW TO UPDATE AUTOMATIC CALLS -

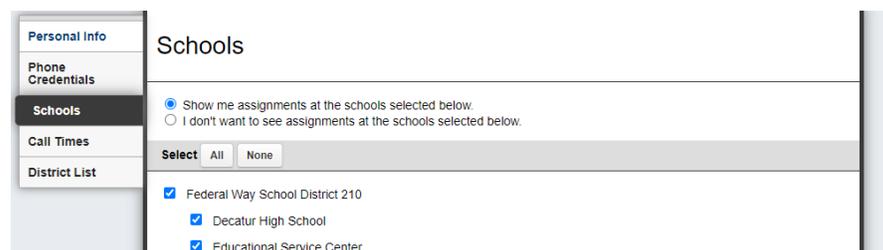
The system automatically sets you up to get the automated phone calls about available jobs. If you do not want phone calls, you can update it by selecting "PREFERENCES" on the left side of the phone screen. Then click the button "TURN OFF CALLING".

If you want to accept jobs via phone, but want to adjust the times you receive calls, the button will now read "SPECIFY CALL TIMES" and you can set up the times you want to take calls.



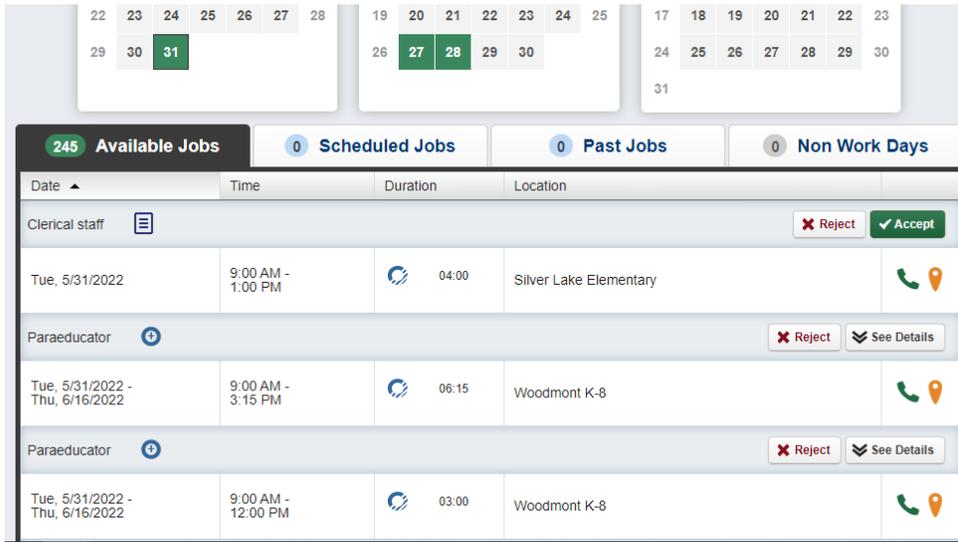
## HOW TO FILTER SCHOOL VISIBILITY -

You will be set up to be in the system for the whole district. If you would like to filter which schools you see, under the PREFERENCE tab, click on "SCHOOLS" to update which schools you do or don't see.



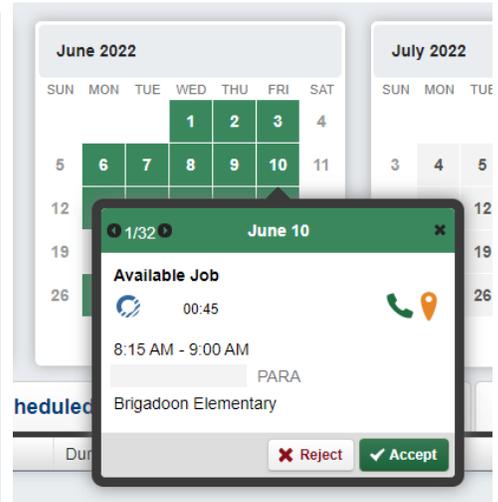
# USING FRONTLINE - ICONS

## FRONTLINE ICONS -



The screenshot shows a calendar at the top with dates 22-28, 19-25, and 17-23. Below the calendar are four tabs: **245 Available Jobs**, **0 Scheduled Jobs**, **0 Past Jobs**, and **0 Non Work Days**. The main table lists jobs with columns for Date, Time, Duration, and Location. Each job entry includes a list icon, a phone icon, and a location pin icon.

Date	Time	Duration	Location
Tue, 5/31/2022	9:00 AM - 1:00 PM	04:00	Silver Lake Elementary
Tue, 5/31/2022 - Thu, 6/16/2022	9:00 AM - 3:15 PM	06:15	Woodmont K-8
Tue, 5/31/2022 - Thu, 6/16/2022	9:00 AM - 12:00 PM	03:00	Woodmont K-8



The screenshot shows a calendar for June 2022 and July 2022. A notification for June 10 is highlighted, showing an available job for 00:45 at Brigadoon Elementary.

**Available Job**  
00:45  
8:15 AM - 9:00 AM  
PARA  
Brigadoon Elementary

 Gives direct phone number to the school where the assignment will be

 Directs you to Google Maps for the school address

 Indicates notes are available about the assignment

 Indicates job covers multiple days

# USING FRONTLINE APP

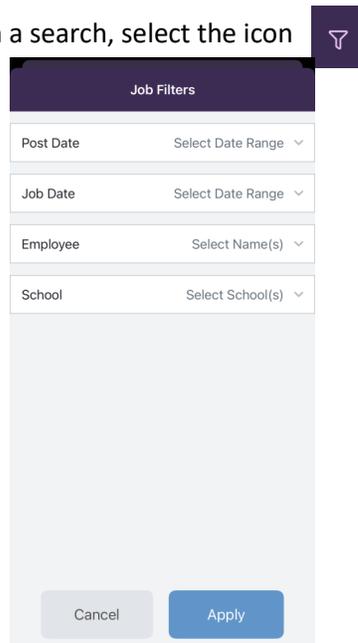
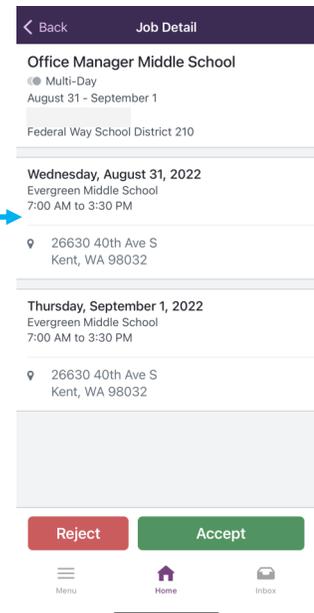
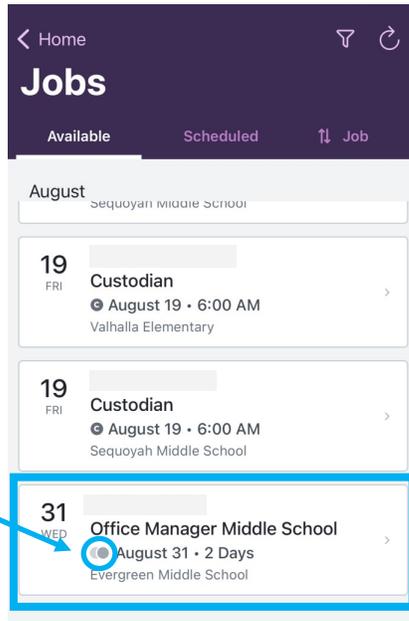
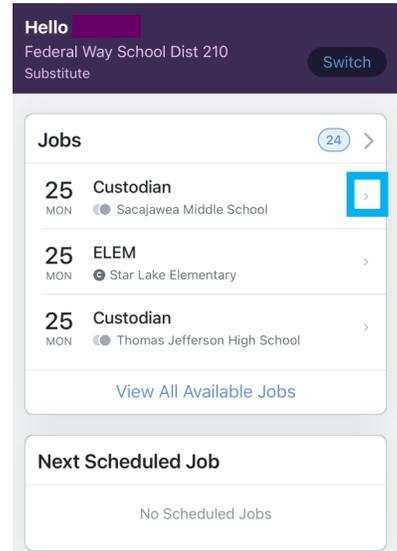
**HOME PAGE** - from here, you can find available jobs, as well as your next scheduled assignment.

**HOW TO FIND ASSIGNMENTS** - A few will be shown on the home screen, but to view the entire list, click on the arrow to the right of the JOBS section. Upcoming assignments you are qualified to work will show with the soonest listed at the top.

To view more information, click on the assignment. This will also take you to the screen to accept the assignment.

Be sure to pay attention if the assignment is for more than one day. This will be noted by an icon next to the date of the assignment, or shown on within the job details as multiple days.

To filter the list of assignments to narrow down a search, select the icon. This will pull up a page to filter based on date, who the absence is for, as well as what location the assignment is at.



Some information is not currently available through the app. To navigate to the web page from within the app, click on the MENU button at the bottom of the page, then select VISIT THE WEBSITE at the bottom of the list.

