Creating a Frontline ID

- ➢ Welcome to the Frontline Insights Platform! If you have not already reviewed an email sent to you fromnotifications@mail1.frontlineed.com, you will be prompted to create a new user account the next time you attempt to login using your previous credentials.
- ➢ Click "**Create a Frontline ID**" in the email invitation to create your own Frontline ID account. This new account replaces your former login credentials and allows you to access all of your different Frontline applications via a single username and password.

- If you forget your username or password, please try the Forgot PIN or Password option on the login page. If you are unsuccessful in retrieving the information, please contact Human Resources – email your inquiry to aesop@u-46.org.

- After creating the Frontline ID Account, you can begin to use this URL: https://app.frontlineeducation.com.

- If you already have a **Frontline ID** with another district or for another record, you can sign in by clicking on "Sign In with your Frontline ID" instead of creating another one.

- If you forget your Frontline ID, you can simply click on the Forgot Password on the log in screen.
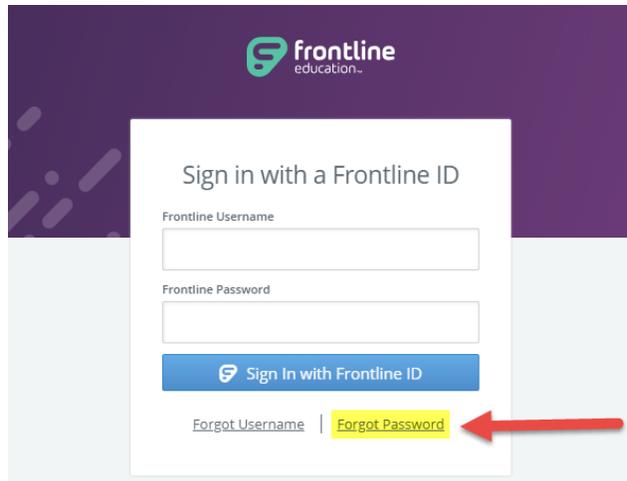

Navigation Changes

- When logged into Absence Management, you can switch into your other roles (if applicable).
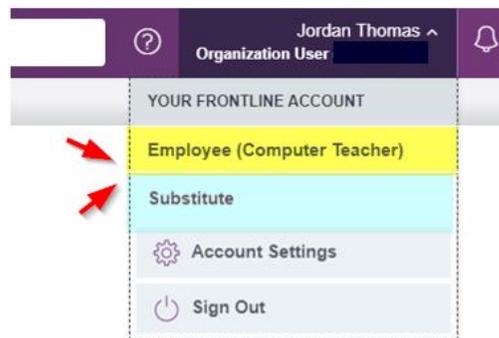
- If you are granted with multiple Frontline solutions, you can use the App Switcher to navigate to Frontline's other solutions.
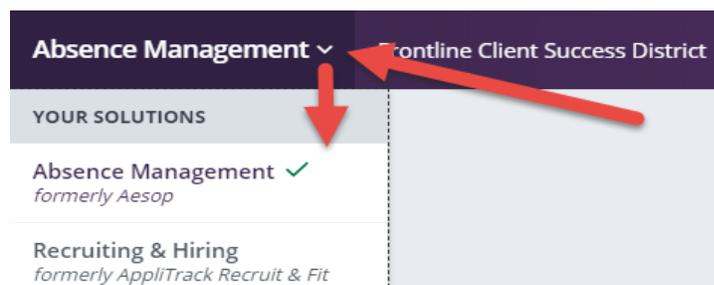
Frontline Education Mobile App

➢ After creating your Frontline ID you can install the FREE Frontline Education app from either Apple or Google Play stores.

➢ Please note that an Activation Code is required to activate the mobile app: **7354**

   ✦ Please note: Employees, Substitutes, Campus Users, and Organization Users can use the mobile app for Absence Management.
   ✦ Employees can create an absence and check absence reason balances.
   ✦ Campus and Organization Users can view the Daily Report, approve/deny absences, and create and assign absences.
   ✦ Substitutes can see job notifications and accepting assignments.