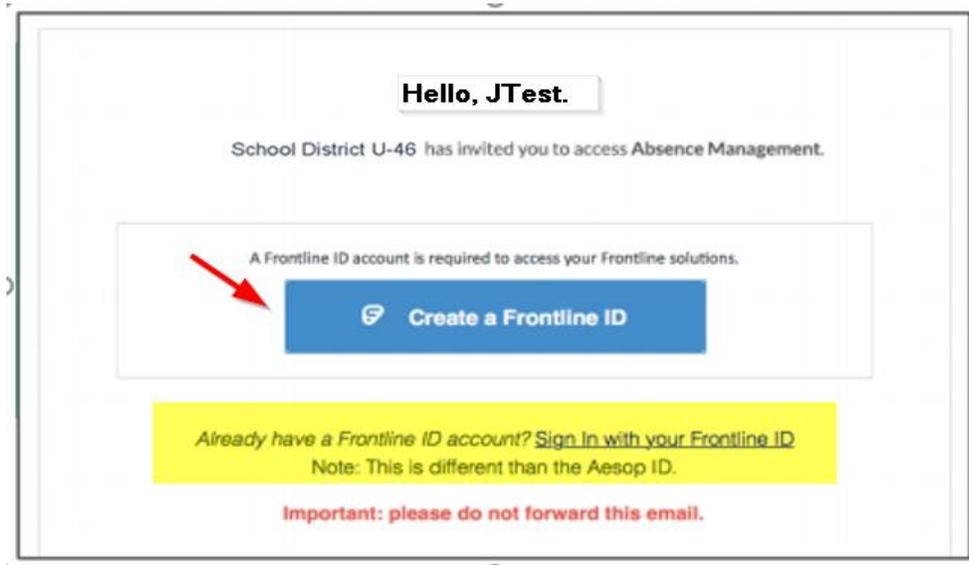


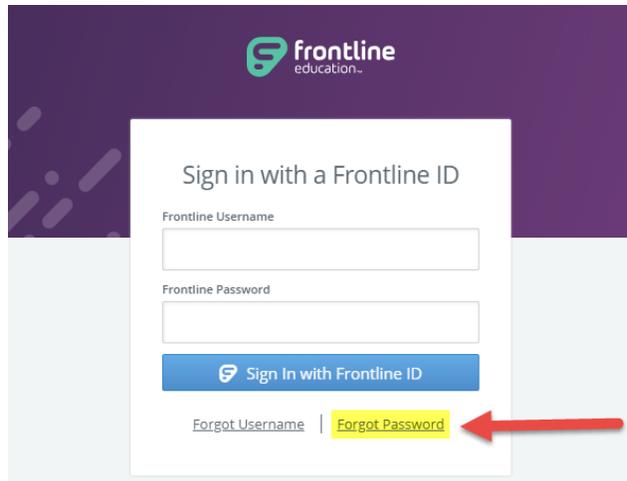
## Creating a Frontline ID

- Welcome to the Frontline Insights Platform! If you have not already reviewed an email sent to you from [fromnotifications@mail1.frontlineed.com](mailto: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.



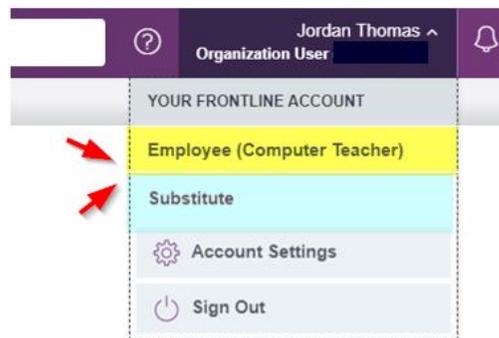
The screenshot shows the "Create a Frontline ID" registration form. The header says "Welcome JTest! to Absence Management (formerly Aesop)". The form title is "Frontline Client Success District Create a Frontline ID". It has fields for "First Name" (containing "JTest") and "Last Name". Below is "Create a Username" with a text input field and a tooltip that says "Your username must have at least: ✓ 1 alphabet character ✓ 4 characters". Then "Create a Password" with a text input field containing "....." and a "Show" button. Below is "Email Address" with a text input field containing "!" and a red error message "Your email address is required." There is a checkbox for "I accept the [terms and conditions](#)." and a blue "Create Frontline ID" button. At the bottom, it says "Already have a Frontline ID? [Sign In](#)".

- 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](mailto: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.

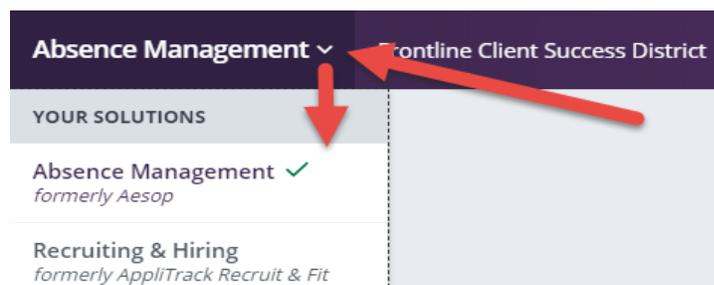


## Navigation Changes

- 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.