



Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

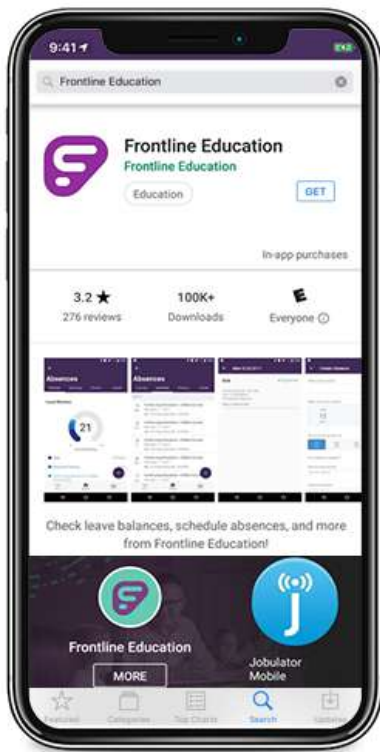
You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insight's Platform.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will 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.



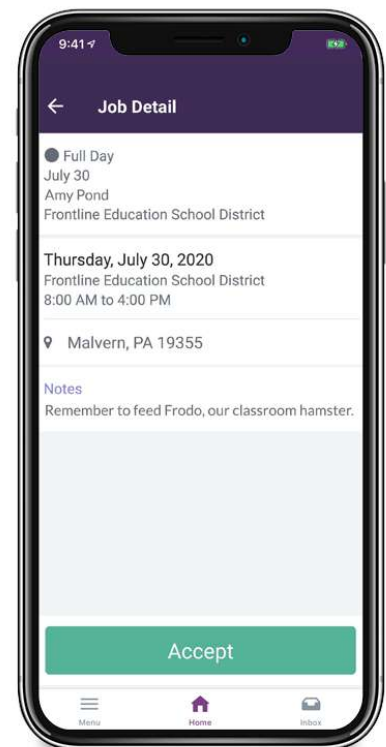
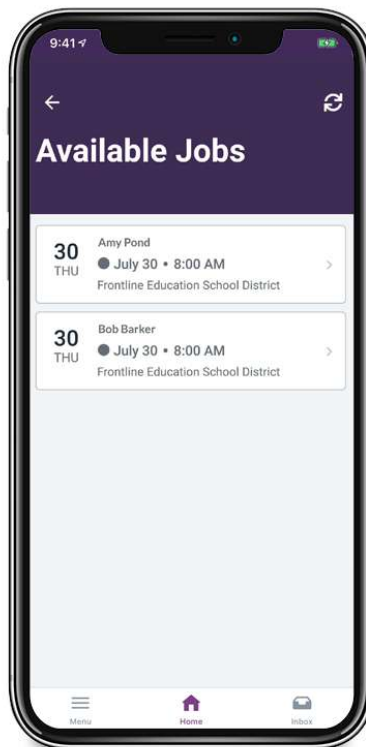
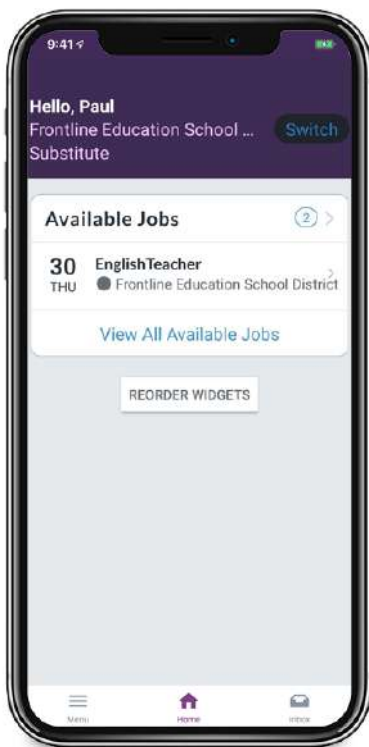
HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

MENU/SIDE NAVIGATION

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

- **Inbox:** Review any received messages.
- **Help Center:** Access online help resources specific to your Frontline mobile app.
- **Settings:** Review your current district details, user preferences, and sound notification options, or, log out of the app.
- **Feedback:** Please provide feature-related feedback.



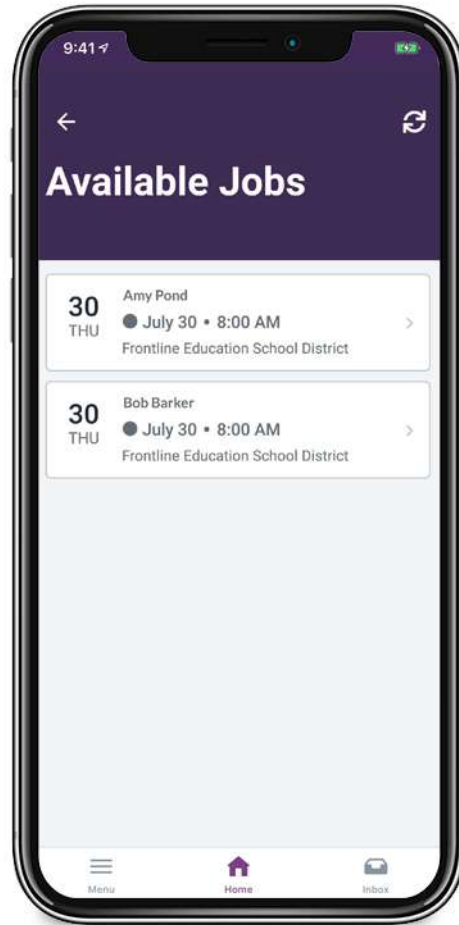
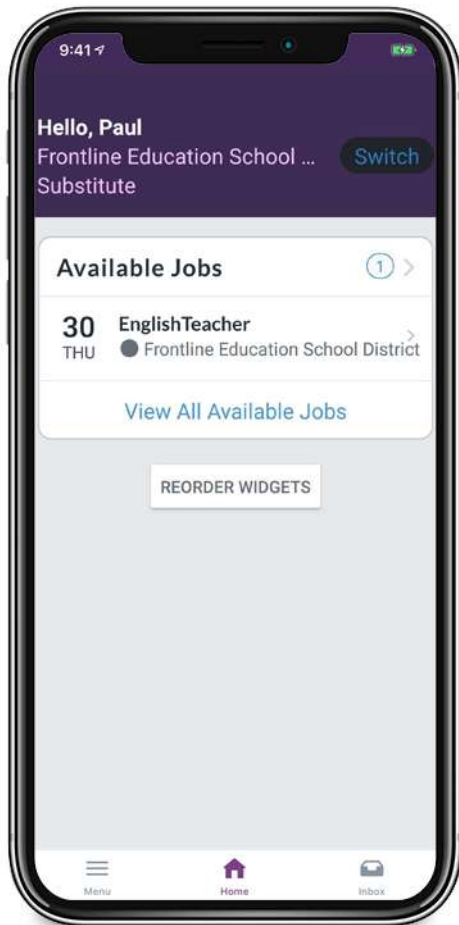


Mobile App

The Frontline Education mobile app posts potential assignment opportunities for any districts that you have been provided visibility. To view these options, log in to the mobile app and select the **View All Available Jobs** link on the homepage.

FINDING JOBS

The "Available Jobs" page includes a comprehensive list of any assignments that have been posted by employees within your district(s). This information includes the date when the employee's absence will occur, the name of the person who requested a substitute, the position in question, and the location where the absence will take place.



Tap on a specific assignment if you wish to learn more about it.

ACCEPTING A JOB

Once on the job details page, you can view a summary of the job, as well as a phone number and/or notes about the assignment. If you wish to accept the job, select the **Accept** button at the bottom of the page.

Once the "Accept" option is selected, the app will provide a confirmation number and verify that you successfully accepted the assignment.

