



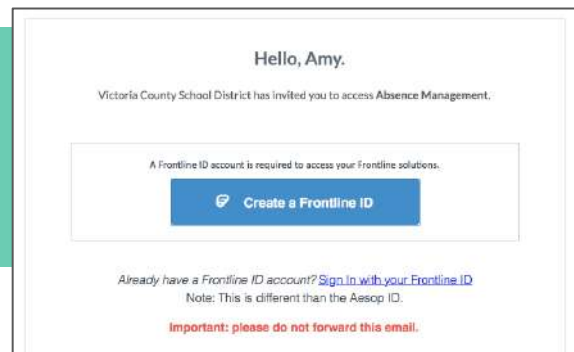
Identity Management

Once your organization upgrades to the Frontline Insights Platform, you can begin to utilize new and improved system functionality! These new upgrades allow you to log in to all your Frontline applications with a single username and password and to access any Frontline application via a single URL.

GETTING STARTED

On the date your district upgrades, you will receive an invitation email to create a Frontline ID account.

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.



Click **Create a Frontline ID** within the invitation email.

This selection takes you to a Sign In page where you must create login credentials in accordance to Frontline requirements.

CREATING AN ACCOUNT

Your new username must contain 1 alphabet character and at least 4 total characters. (You must use your **North Reading email address**)

The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address to provide a means for password recovery and click the checkbox to accept the terms and conditions.

Once you are finished, click **Create Frontline ID**.

The system signs you in with your new username and password and requires these credentials for any future logins.

When you create your Frontline ID we are requiring that you use your North Reading email account..

Example: jsmith@nrpsk12.org would become your Frontline ID and then you would set your own password.

SIGN ON PAGE

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

Go to app.frontlineeducation.com, enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents applicable options based on your organizational setup.



Sign in with a Frontline ID

Frontline Username
Apond@nrpsk12.org

Frontline Password

Sign In with Frontline ID

[I forgot my username](#)
[I forgot my password](#)

If you belong to multiple organizations, the system will prompt you to choose which organization you want to access, and once selected, you will then choose from a list of your accessible Frontline applications.

Victoria County School District Select an Application

Absence Management *formerly Aesop*

Time & Attendance *formerly VeriTime*

LAYOUT

When you log in, the system will display a side navigation bar that hosts application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.



The screenshot shows the Absence Management application interface. At the top, there is a purple header bar with the following elements from left to right: "Absence Management" with a dropdown arrow, "Victoria County School District" with a dropdown arrow, a help icon (question mark), the user name "Amy Pond" with a dropdown arrow and the role "Employee", and a notification bell icon. On the left side, there is a vertical side navigation bar with icons for Home, Calendar, Chat, Settings, and Profile. The main content area displays three calendar views for January 2018, February 2018, and March 2018. Each calendar has days of the week (SUN to SAT) as columns and dates as rows. In the January 2018 calendar, the 4th is highlighted in orange, and the 16th and 25th are highlighted in grey. In the February 2018 calendar, the 1st and 2nd are highlighted in orange. In the March 2018 calendar, the 1st and 2nd are highlighted in orange. Navigation arrows are present on the left and right sides of the calendar views.

If you have any additional questions, please reference your application's Learning Center!

