

# Absence and Substitute Management



The Sign In form contains the following elements:

- Sign In** title
- ID:** text input field
- Pin:** text input field
- Login** button
- Pin Reminder** link with a pin icon
- Login Problems** link with a person icon

## LOGGING IN ON THE WEB

To log in to the absence management system, type [signin.frontlineeducation.com](http://signin.frontlineeducation.com) in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

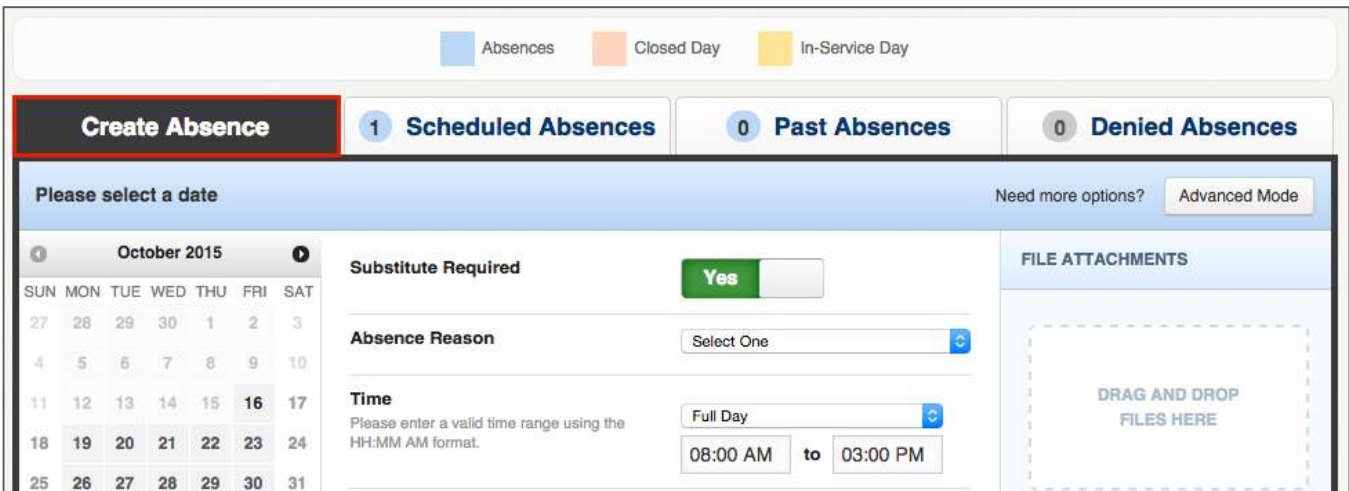
The Sign In page will appear. Enter your ID and PIN and click **Login**.

## CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login button for more information.

## CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the **Create Absence** tab.



The Create Absence form includes the following sections:

- Legend:** Absences (blue square), Closed Day (orange square), In-Service Day (yellow square)
- Tabs:** **Create Absence** (active), 1 Scheduled Absences, 0 Past Absences, 0 Denied Absences
- Date Selection:** "Please select a date" with a calendar for October 2015. The date 16 is selected.
- Substitute Required:** A toggle switch set to **Yes**.
- Absence Reason:** A dropdown menu labeled "Select One".
- Time:** A dropdown menu labeled "Full Day" and a time range input: "08:00 AM to 03:00 PM". Below the input is the instruction: "Please enter a valid time range using the HH:MM AM format."
- FILE ATTACHMENTS:** A dashed box labeled "DRAG AND DROP FILES HERE".

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

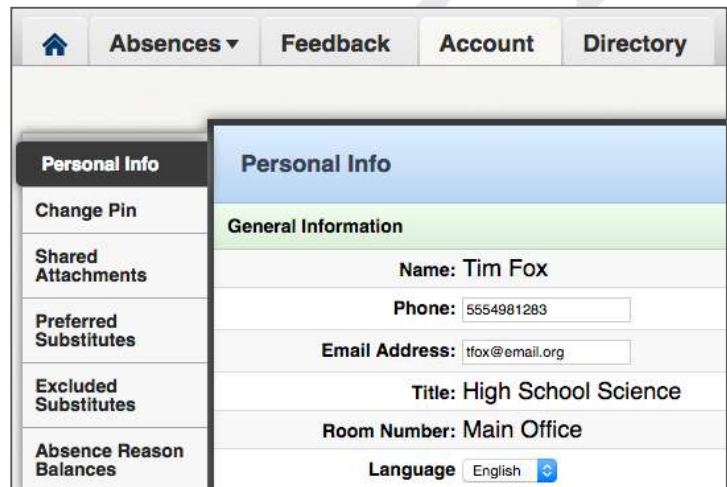


The button is green with a white checkmark icon and the text **Create Absence**.

When you're completed entering the absence details, click the **Create Absence** button.

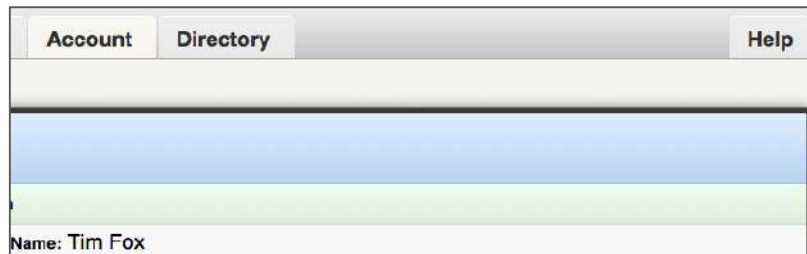
## MANAGING YOUR PIN AND PERSONAL INFORMATION

Under the “Account” tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.



Personal Info	Personal Info
Change Pin	General Information
Shared Attachments	Name: Tim Fox
Preferred Substitutes	Phone: 5554981283
Excluded Substitutes	Email Address: tfox@email.org
Absence Reason Balances	Title: High School Science
	Room Number: Main Office
	Language: English

## GETTING HELP AND TRAINING



Account	Directory	Help
Name: Tim Fox		

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the absence management Learning Center, where you can search a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is absence management on the web but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that the system assigns the new absence for reference.

