

Welcome to Frontline Central

Frontline Central is a web application Lane ESD Human Resources uses to manage and process its employee forms.

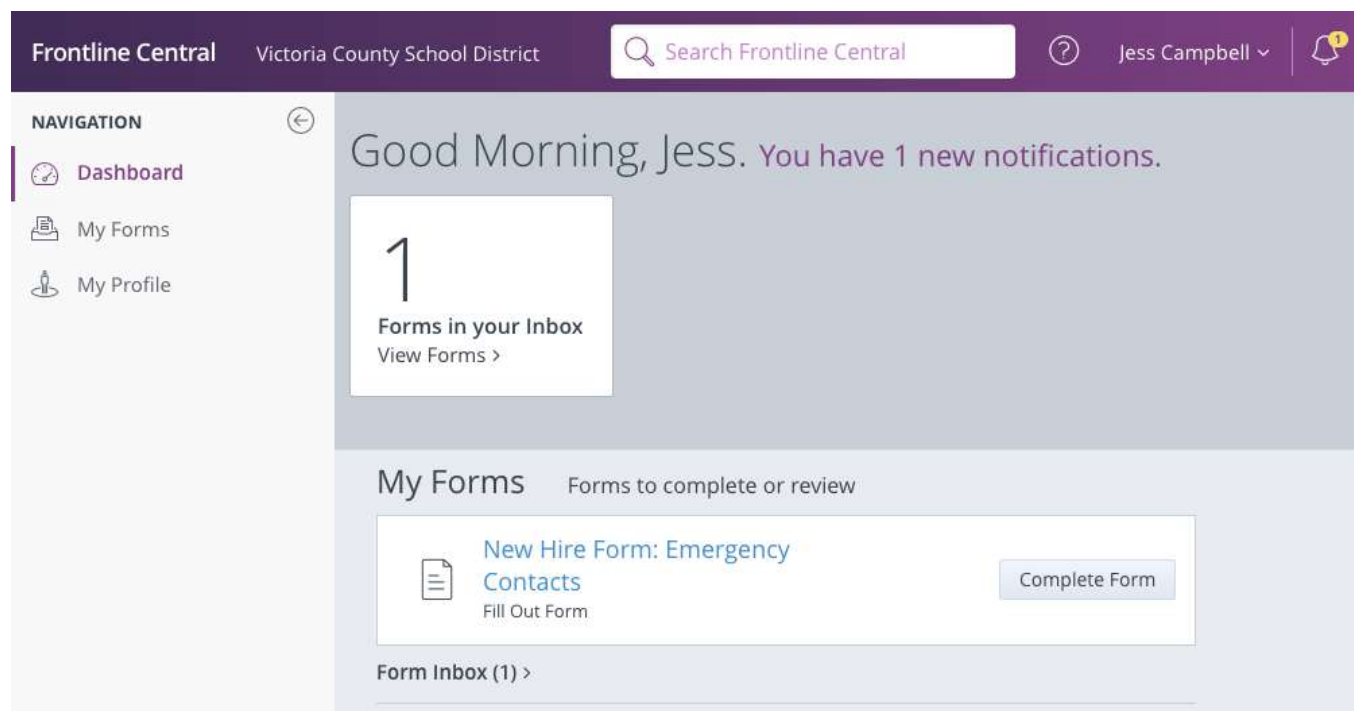
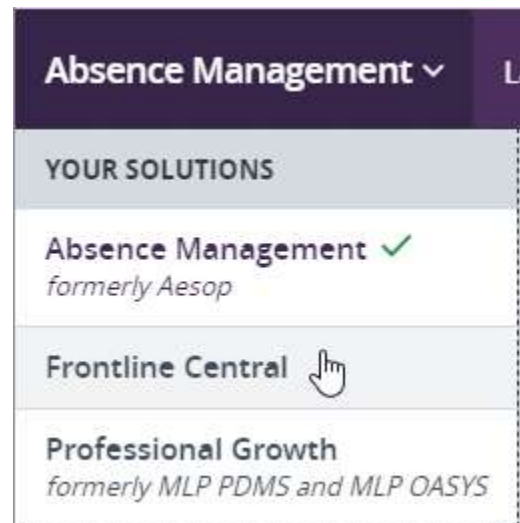
You can access **Frontline Central** by logging into the application using the same credentials you use for other Frontline solutions -- **Absence Management** and **Professional Growth**.

Once you've logged into *any* Frontline application, you can switch between them through the menu in the upper left hand corner.

Dashboard Options

Once you sign in to **Frontline Central**, the application includes inbox and form options at the top of the page. Use these as a quick reference for any new updates or pending notifications.

Select your name to view system settings applicable to your account and use the side navigation to access forms or view user details. Just take note, these options and visuals may vary based on your permissions.

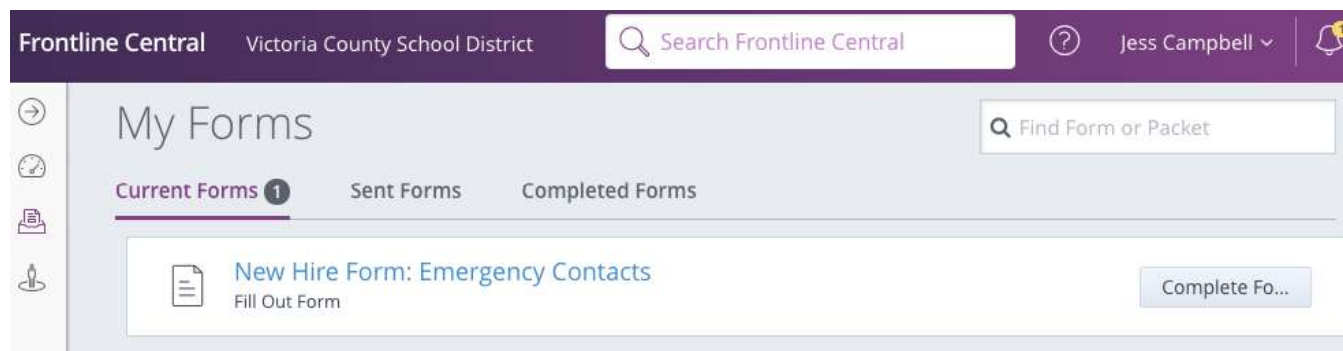


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Completing a Form

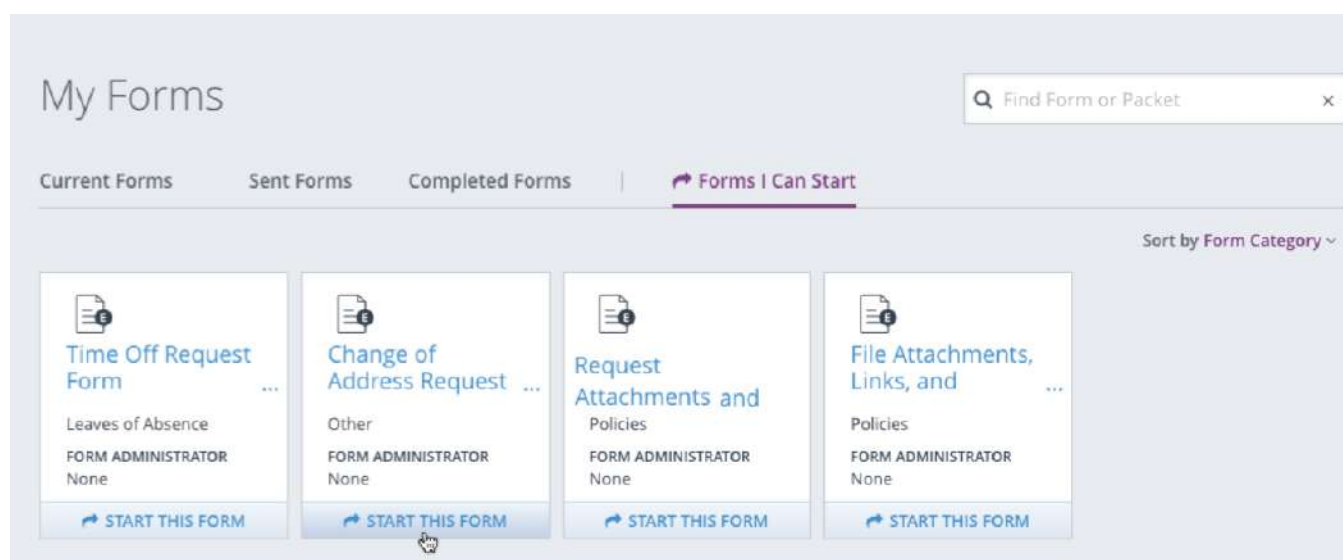
Any forms addressed to you arrive in your inbox and appear on the “My Forms” page.

Reference the “Current Forms” tab to begin a form. You can save your progress at any time and submit the form once you are finished. You can then view sent/completed forms through a second and third tab on your “My Forms” page.



Starting a Form

Some employees will also have permission to start a form. If applicable, these unique forms reside within your “My Forms” section under “Forms I Can Start,” and you generally use these for requests and updates such as a change of address, a name change request, expense reimbursements, etc.



Account Settings

You can always review and update your personal account details at any time. Simply select the name icon in the top right corner of the Dashboard page and click Account Settings. These options include profile, security, address, and application details such as your email address, username/password, and personal address.

