Frontline Absence Management Training Videos

Employees

Basic training video

> How to log into absence management
> The Home Page
> Creating an absence
> Viewing and editing personal information
> Changing your PIN
> Where to find help resources

Advanced training video

> Creating an absence in Advanced Mode
> Assigning a substitute to an absence
> Cancelling absences
> Viewing the approval status of an absence
> Viewing absence history
> Attaching a file to an absence
> Checking your Absence Reason Balances
> Viewing the Substitute Directory

Substitutes

Basic training video

> Logging in to absence management
> Navigating the Home Page
> Finding available jobs
> Viewing and editing your personal information
> How to change your PIN
> Where to find help resources

Advanced training video

> Viewing scheduled jobs
> How to create Non-Work Days
> Viewing past jobs you have worked
> Setting up your Preferred Schools
> How to edit the times absence management can call you
> How to turn off calling

Frontline Education Mobile App

Frontline Education Mobile App video : Everett Public Schools **Mobile App code 7345**

Access the Frontline Insights Platform on the go. The Frontline Education Mobile App saves time for administrators and employees and is available for iOS and Android to all.