



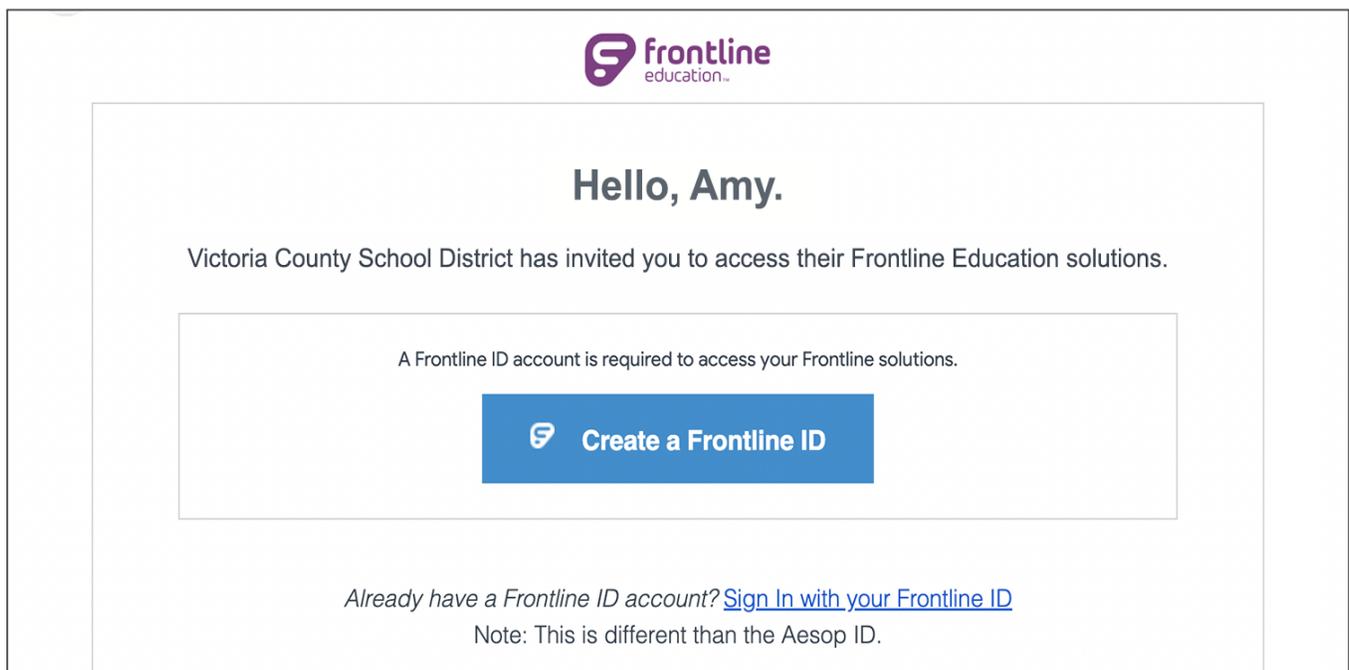
## Getting Started

Welcome to the Frontline Insights Platform! Platform enablement allows you to log in to all your Frontline applications using a single username and password, via a single URL.

### RECEIVE AN INVITATION

You will receive an email invitation from Frontline Education with options to create a new Frontline ID or to sign in with an existing account. As a general rule, you will select **Create a Frontline ID** to proceed with the account creation process.

Exception: Select "**Sign In with your Frontline ID**" if you are a multi-organization user who has already received an invite and created a Frontline ID. By signing in with your existing Frontline ID, you will have access to all applicable organizations with one username and password.



#### Using Single Sign On (SSO):

Organizations that connect with Frontline using a Single Sign On method (such as Microsoft MyApps or Okta) will *not* receive an invitation. Please check with your Org Administrator for instructions on how to log in via your organization's SSO.

## CREATING AN ACCOUNT

If you do not already have a Frontline ID, select **Create a Frontline ID** within the invitation email. This selection takes you to a login page where you will create new sign in credentials. Your new username must contain 1 alphabet character and at least 4 total characters. (An email address is recommended.). The password must have 1 alphabet character, 1 number or special character, and 8 total characters. Enter an email address, accept terms & conditions, and click **Create Frontline ID**.

Your Frontline application uses an email address as a means for credential recovery and verification. The system will prompt you to check your email and select a verification link if a new account is created or if your email is ever updated in the system.

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Welcome Amy!

Victoria County School District

Create a Frontline ID

First Name Last Name

Amy Pond

Create a Username

apond@education.com

Create a Password

✓ ..... Show

Confirm Password

✓ .....

Email Address

apond@education.com

I accept the [terms and conditions](#).

Create Frontline ID

Already have a Frontline ID? [Sign In](#)

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## SIGN IN PAGE & LAYOUT

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-in page. Go to [app.frontlineeducation.com](http://app.frontlineeducation.com), enter your new username and password, and click **Sign In**. The system recognizes your account configurations and presents options based on your organizational setup.

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.

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Sign in with a Frontline ID

Frontline Username

apond@education.com

Frontline Password

.....

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

When you sign in, the system will display a side navigation bar that hosts application-specific options, and from the top purple bar, you can alternate between applications/districts (if applicable), access help resources, and manage your account.

Frontline Applications ▾ Victoria County School District ▾

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Amy Pond ▾ Employee

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