



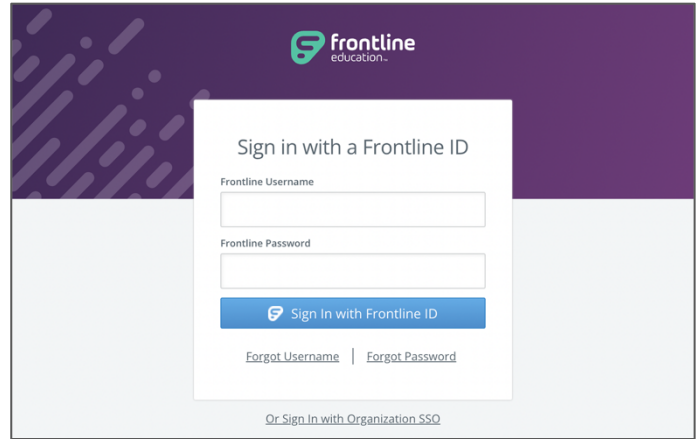
# Educator’s Guide

Reference this QuickStart Guide to review initial sign-in steps and various system features.

## GETTING STARTED

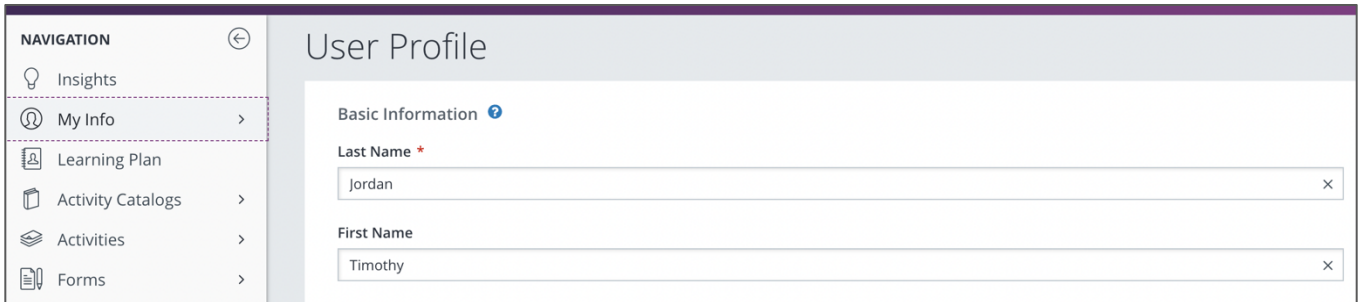
To log in, go to [app.frontlineeducation.com](http://app.frontlineeducation.com) and enter your sign-in credentials.

If you are new to the system, your organization will send an account invitation, which allows you to create a single, Frontline ID account for all your Frontline applications.



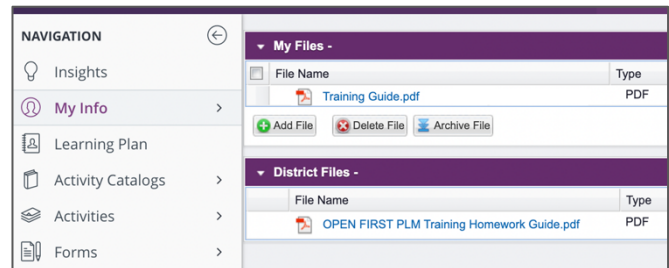
## MY INFO

Once signed in, reference the “My Info” option in the side navigation and select **My PG Profile** to review your account settings. If assigned the permission, you can update this information, when needed, or you can reach out to a building administrator for assistance.



Select **My File Library** within the “My Info” section to upload files for PLM, if needed.

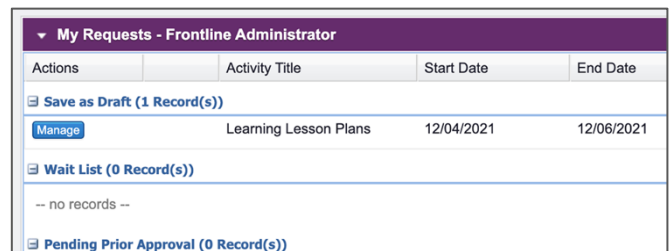
Review the additional options found within your “My Info” section and identify what additional features are provided.



## LEARNING PLAN

Select the **Learning Plan** option from the side navigation and locate the “My Requests” section.

From here, you can manage your learning requests.



## ACTIVITY CATALOGS

Click **Activity Catalogs** in the side navigation and select an available catalog to browse or search activities.

**Pro Tip:** The search option's default start date is today. Adjust the dates to the start of the academic year so you can include ongoing activities that may have started earlier.

Review an activity, if available, and select the blue activity name to identify the information provided.

The screenshot shows the 'Catalog' interface with a left-hand navigation menu and a main content area. The navigation menu includes: Insights, My Info, Learning Plan, Activity Catalogs (highlighted), Forms, and Resource Library. The main content area has a 'Catalog' title and several filter sections: Date Range (05/20/2024 to 05/20/2026), Program (None), Event (None), Course Code (None), Purpose (None), Goals/Objectives (None), Category (None), Standard (None), Activity Format (None), and Instructor (None). Below the filters is a search bar and a 'Clear All' button. The main content area displays a list of activities, with the first one being 'Engaging Assessments' (Hours: 4, Credits: 0, Activity Steps: 1, Meetings: 4). The activity details include the date range 01/01/2025 - 05/31/2025, owner Allen Activity Owner, and enrollment information (11/20 | Pending: 0 | Waitlist: 0).

## FORMS

Select **Forms** in the side navigation to review available options. For more information, reach out to your building administrator or PD lead to learn how forms are used in your organization.

## HELP

The Learning Center offers help articles, videos, and more. Select the “?” icon in the upper right and click **Frontline Support**. This opens the Learning Center in a new browser tab.

The screenshot shows a user profile dropdown menu for Timothy Jordan. Below the profile is a 'HELP RESOURCES' section with a button for 'Frontline Support' that is being clicked by a mouse cursor.

Use the search bar or select a category (e.g., Teacher/User, etc.) to browse by topic. We recommend you begin with [Popular Questions for Teachers/End Users](#). To return to the prior view, close the help tab.

The screenshot shows the 'Learning Center Frontline Professional Growth' welcome page. It features a large purple header with the text 'Welcome! How can we help?' and a search bar below it containing the text 'Find answers (e.g. using the detail view, reporting basics, data extract, etc.)'.

