

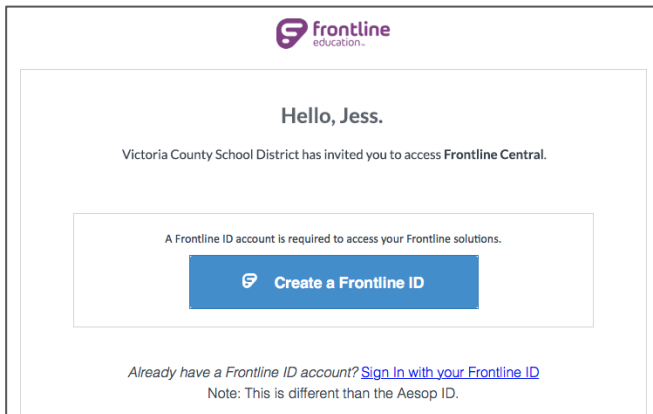


Frontline Central

Employees with access to the Frontline Central application can manage user details and easily relay district information via forms and packets!

SYSTEM ACCESS

Your account setup can begin once you receive an email invitation.



Click **Create a Frontline ID** if you have not yet set up a single Frontline ID account. (You will use this account to access all your Frontline applications.)

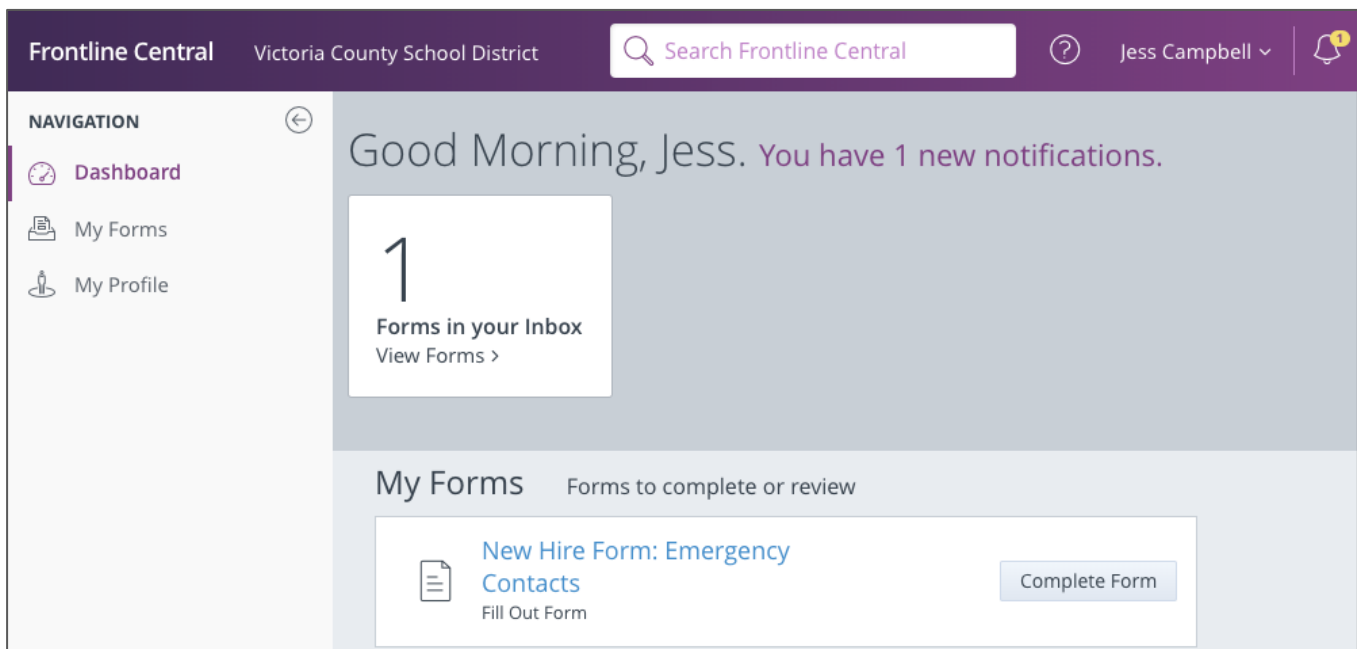
Once complete, you can log in to Central and any other Frontline application you use at app.frontlineeducation.com.

If you already created an account, click **Sign In with your Frontline ID** to access the Central application.

DASHBOARD OPTIONS

Once you sign in, 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.

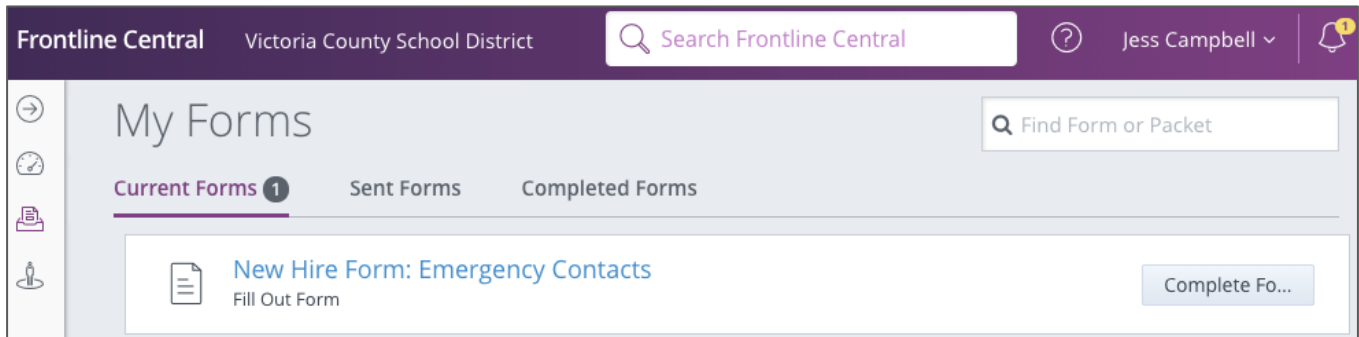
Select your name to view system settings applicable to your account and use the side navigation to access forms or view user details. Just take note, these options and visuals may vary based on your permissions.



COMPLETING A FORM

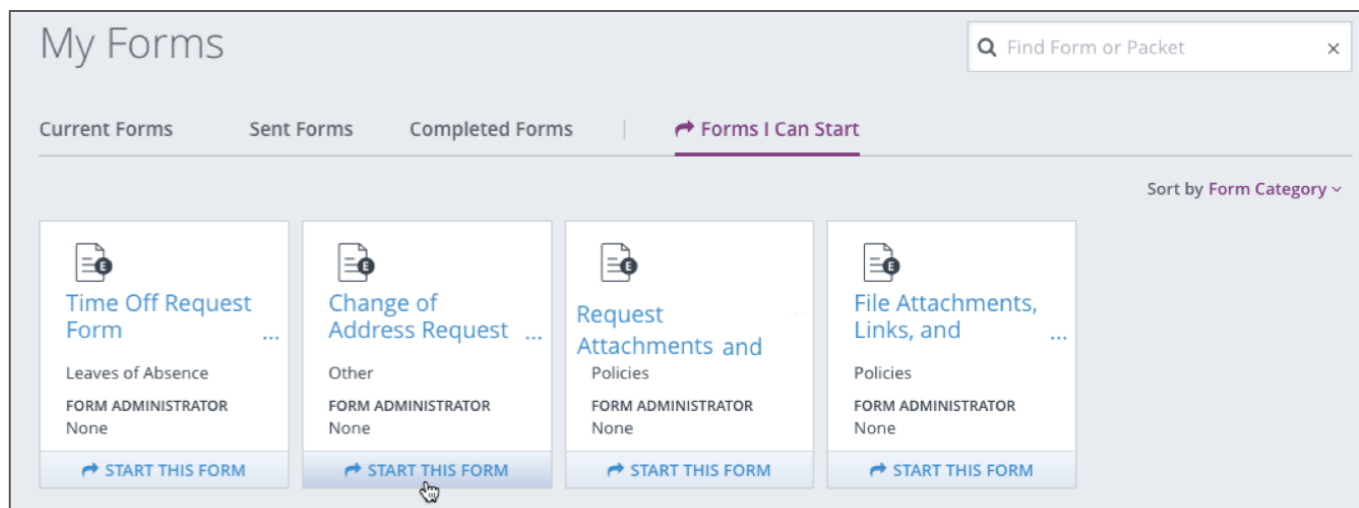
Any forms addressed to you arrive in your inbox and appear on the “My Forms” page.

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 via 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.

