



# Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools.

## REQUIREMENTS

You must have the following qualifications to access the app:

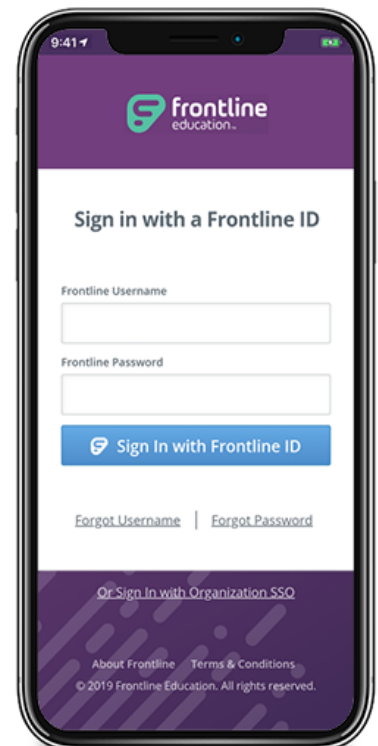
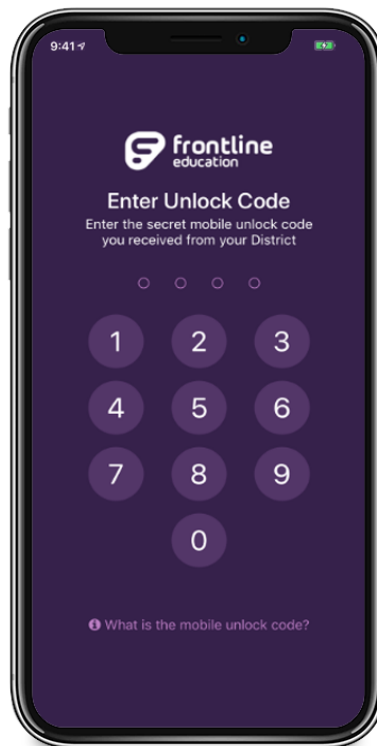
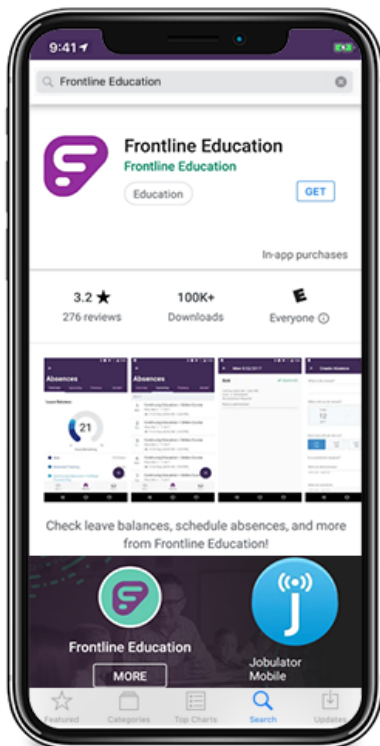
- Your district must utilize the Frontline Insight's Platform.
- You must receive a 4-digit invitation code from your district to gain initial in-app access.

## GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will need to enter a unique 4-digit invitation code prior to signing in. \*Your district will send this mobile code to you.

The welcome page displays a confirmation message if you make a correct entry, and you can click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

\*Please note that once signed in, you may be prompted to select an organization.



## HOMEPAGE

The homepage displays information applicable to your permission setup. Potential in-app features include current absence or leave balance details (if enabled), clock-in/out functionality, timesheet details, and the option to schedule an absence.

## MENU/SIDE NAVIGATION

The “Menu” option opens a side navigation bar where you can access current tools and settings.

- **People:** View your contact list and reference email and/or personal phone options.
- **Absences:** View available Paid Time Off (if leave balances are enabled) and any approved absences. The page also includes upcoming, past, or denied absences and the option to schedule an absence.
- **Time Clock:** Clock in and out.
- **Timesheets:** View, edit, and submit your timesheets on the go.
- **Calendar:** View upcoming scheduled absences and any Professional Development events you have registered for through Professional Learning Management. (Note, you can also use the mobile app to electronically check in prior to attending the event.)
- **Inbox:** Review any received messages.
- **Settings:** Review your current district details or to log out of the app.

