Logging in to Frontline Absence Management



Go to <u>www.lisd.net</u>. Click on **Staff** then on **Sub System**. Click on the Frontline logo to navigate to the Sub System login page.

Enter your LISD **User Name** in the ID field.

Enter your **network password** in the Pin field.



Then, click Login.

Creating an Absence

Using the Create Absence tab you can create your absence. Be sure to review options in Absence Reason and Time. Absences will be Full Day, Half Day AM, or Half Day PM. Include any notes to the Substitute and/or Administrator.

If you have communicated with your sub you can click **Create Absence and Assign Sub** or to have Frontline post the available job click **Create Absence**.

Note: Do not select an available substitute for a job unless you have communicated with them about the specific dates.

	C	reat	e Al	oser	nce		Scheduled Absences	0 Past Absences	0 Denied Absences		
Ple	ease	seleo	ctad	Need more options? Advanced Mode							
0	August 2017 O				0	Substitute Required Yes		FILE ATTACHMENTS			
SUN	MON	TUE	WED	THU	FRI	SAT					
50	51	1	2) 40	4		Absence Reason	Select One	Shared Attachments		
6	(8	9	10	11	12					
13	14	15	16	17	18		Time Please enter a valid time range using the	Full Day 🗸			
20	21	22	23	24	25	26	HH:MM AM format.	08:15 AM to 04:15 PM			
27	28	29	30	31	1	2					
Helpful Hint:							Notes to Administrator Notes to Substitute (not viewable by Substitute)				
You can select multiple days individually or click-and-drag to select a range of dates.							255 character(s) left	255 character(s) left			
Cancel Create Absence & Assign Sub											

Account Settings

You can view personal information, change your pin for the 1-800 number, and set Preferred Substitutes under the Account Tab.

Absences ▼ Feedback Account Directory Frontline Support

Setting Preferred Substitutes

You can select your preferred substitutes and select up to 5 Favorite Substitutes. Favorite substitutes will received an advanced email for your unassigned absence.

Note: Having Preferred and Favorite Substitutes will not guantee that one of those substitues will be available to take your job.

Personal Info Change Pin Preferred Substitutes	Preferred Substitutes List Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence. Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.							
	Add Substitute(s) Remove Selected Substitute(s)							
	Order	Name	Select					
	Get Started by Adding some Substitutes!							
	××		Add Substitute(s) Remove Select	cted Substitute(s)				

Frontline by Phone

To call the absence management system, dial **1-800-942-3767.** You'll be prompted to enter your ID number (your phone number registered with LISD) followed by the # sign. Then enter your 4-5 digit PIN number, followed by the # sign.

- Create an absence (within the next 30 days) Press 1.
- Review upcoming absences **Press 2.**
- Review a specific absence **Press 4.**
- Review or change your personal information (Name/Title recording and Pin) Press 5.

Additional Help is available on the LISD Subsystem page and by clicking the Frontline Support option when you are logged into Frontline.

Frontline Support