

Logging in to Frontline Absence Management

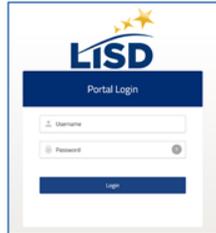


Go to www.lisd.net. Click on **Staff** then on **Sub System**.
Click on the Frontline logo to navigate to the Sub System login page.

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.

Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Please select a date Need more options? Advanced Mode

August 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Substitute Required Yes

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:15 AM to 04:15 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

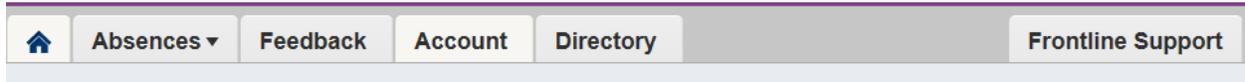
Notes to Substitute
255 character(s) left

FILE ATTACHMENTS
Shared Attachments

Cancel | |

Account Settings

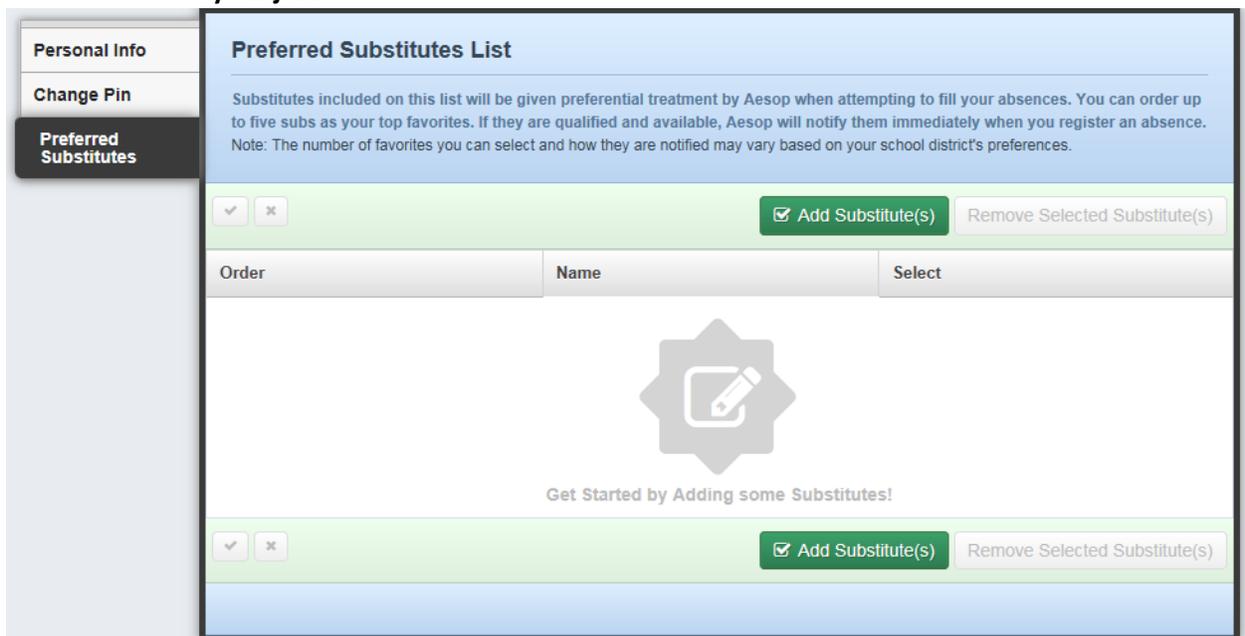
You can view personal information, change your pin for the 1-800 number, and set Preferred Substitutes under the Account Tab.



Setting Preferred Substitutes

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

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



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.

