# Logging in to Frontline Absence Management

Frontline education.

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.

# **Finding Available Jobs**

The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the Available Jobs tab.

| 1 Available J                        | obs 🚺 Sr             | cheduled Jobs | 1 Past Jobs                     | 0 Non Work Days       |
|--------------------------------------|----------------------|---------------|---------------------------------|-----------------------|
| Date                                 | Time                 | Duration      | Location                        |                       |
| Banner, Robert Physics               | Professor 🗉 🧿        |               |                                 | X Reject Vise Details |
| Fri, 10/28/2016 -<br>Mon, 10/31/2016 | 6:00 AM -<br>3:00 PM | Full Day      | Victoria County Community Schoo | ois 🕻 🖗               |

To accept a job, simply click the Accept button next to the absence. If you do not want to accept this job, click the Reject button, instead.

# Adding Non-Work Days

If you have days or partial days when you are not able to substitute, you can create "Non-Work Day" so the absence management system will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. The tab will have a number on it indicating how many Non-Work Days you have scheduled. Non-work days can be for a full day, partial day and recurring.

| 0 Available              | lobs 0 Sch                   | eduled Jobs             | 0 Past Jobs | 2 Non Work Days  |  |
|--------------------------|------------------------------|-------------------------|-------------|------------------|--|
| This list shows non-work | days for the past 30 days. V | ew more by clicking the | History tab | Add Non-Work Day |  |
| Date                     | Time                         | Reason                  |             |                  |  |
| Tue, 9/5/2017            | All Day                      | Vacation                |             | × Remove         |  |
| Tue, 9/19/2017           | 1:00 PM - 4:00 PM            | Doctor                  |             | <b>★</b> Remove  |  |

Setting Preferences You can view personal information, change your pin for the 1-800 number, and set

| Preferred Schools, and Set times. | Available Jobs History Feedback Preferences Frontline Support |  |  |  |
|-----------------------------------|---|--|--|--|
|                                   | Personal Info   | Schools  |  |  |
|                                   | Change Pin  |  |  |  |
|                                   | Schools   | Show me assignments at the schools selected below.             |  |  |
|                                   | Call Times  | I don't want to see assignments at the schools selected below. |  |  |
|                                   | District List   | Select All None  |  |  |

Lewisville Independent School District
CHILD NUTRITION

# **Call Times**

Call times are set by the district. You can change your preferences for call times by clicking on the Call Times tab. Click Edit on the day you would like to change. You will be given options to not receive calls, call during district call times, and call between for customized times. You can then apply those changes to all days or only the day you chose to edit.

Note: Changing the system to not accept phone calls for available jobs will disable your notification phone calls when you are added or removed from a job.

| Personal Info | Call Tim  | es Lewis               | Lewisville Independent School District 🔹 |                       |                        | Accept phone calls for available jobs?<br>• Yes No |                        |
|---------------|---|------------------------|--|-----------------------|------------------------|--|------------------------|
| Schools       | Sunday  | Monday                 | Tuesday                                  | Wednesday             | Thursday               | Friday   | Saturday               |
| Call Times    | Call times for Lewisville Independent School District |                        |  |                       |                        |  |                        |
| District List | Morning   |                        |  |                       |                        |  |                        |
|               | No Calls  | 6:00 AM -<br>11:59 AM  | 6:00 AM -<br>11:59 AM                    | 6:00 AM -<br>11:59 AM | 6:00 AM -<br>11:59 AM  | 6:00 AM -<br>11:59 AM                              | No Calls               |
|               | Evening   |                        |  |                       |                        |  |                        |
|               | 5:00 PM -<br>10:00 PM                                 | 5:00 PM -<br>10:00 PM  | 5:00 PM -<br>10:00 PM                    | 5:00 PM -<br>10:00 PM | 5:00 PM -<br>10:00 PM  | No Calls   | No Calls               |
|               | My Preferences  |                        |  |                       |                        |  |                        |
|               | District Call<br>Times                                | District Call<br>Times | District Call<br>Times                   | 6:00 AM - 6:00<br>PM  | District Call<br>Times | District Call<br>Times                             | District Call<br>Times |
|               | Edit  | Edit                   | Edit                                     | Edit                  | Edit                   | Edit   | Edit                   |

### **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.

Find available jobs – Press 1.

- Review or cancel upcoming jobs Press 2.
- Review or cancel a specific job Press 3.
- Review or change your personal information **Press 4.** Only Pin is available to update. All other changes can be made in Employee Self Service.

# **Help with Frontline**

Additional Help is available on the LISD Subsystem page and by clicking the Frontline Support option when you are logged into Frontline. Please be aware that not all features mentioned in articles and videos are used at LISD.

Frontline Support

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