

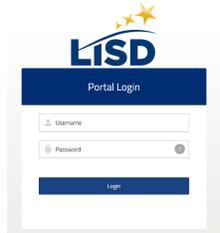
Logging in to Frontline Absence Management



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**.

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.

Date	Time	Duration	Location
Banner, Robert Physics Professor Reject See Details			
Fri, 10/28/2016 - Mon, 10/31/2016	6:00 AM - 3:00 PM	Full Day	Victoria County Community Schools

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.

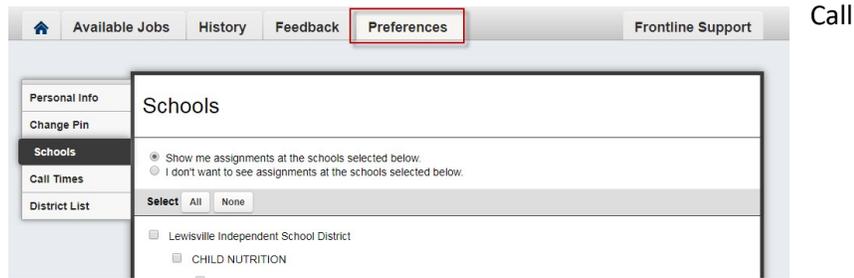
Adding Non-Work Days

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.

Date	Time	Reason	
This list shows non-work days for the past 30 days. View more by clicking the History tab + Add Non-Work Day			
Tue, 9/5/2017	All Day	Vacation	Remove
Tue, 9/19/2017	1:00 PM - 4:00 PM	Doctor	Remove

LISD Substitute Absence Management – Frontline Quick Start Guide

Setting Preferences You can view personal information, change your pin for the 1-800 number, and set Preferred Schools, and Set times.



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.



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.

