Welcome, Ruth! How can we help?

absence-help.frontlineeducation.com/hc/en-us/articles/115005074128-Downloading-and-Accessing-the-Frontline-Mobile-App

Districts that acquire the Frontline Insights Platform also gain access to the new Frontline Mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools. You can download and access this app in a few quick steps!

Requirements

Before you proceed, you must first make sure you have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.
- You must utilize employee and/or Administrator-based functionality.
- You must receive a 4-digit invitation code from your district to gain initial in-app access. *7354*

Getting Started

Once you meet these qualifications, you can download the app and sign in.

Access the app store on your mobile device and enter "Frontline Education" in the search bar. Click the **Get** or **Install** button and install the app.

Once the download is complete, you will need to enter a unique 4-digit invitation code to access the app. Your district will send this mobile code to you. *FTCSC Mobile access code is 7354*

Enter the code you received.

The welcome page displays "Accepted" if you make a correct entry. Click **Continue** to proceed.

The Sign In page then appears. Simply enter your Frontline ID account and click **Sign In**.

Click on GET or INSTALL
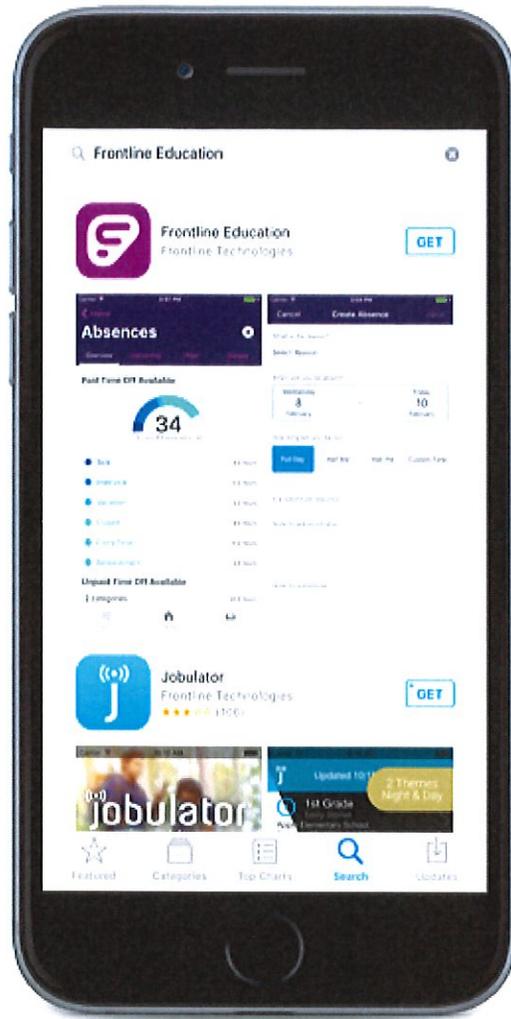
FTCSC mobile unlock
code is 7354
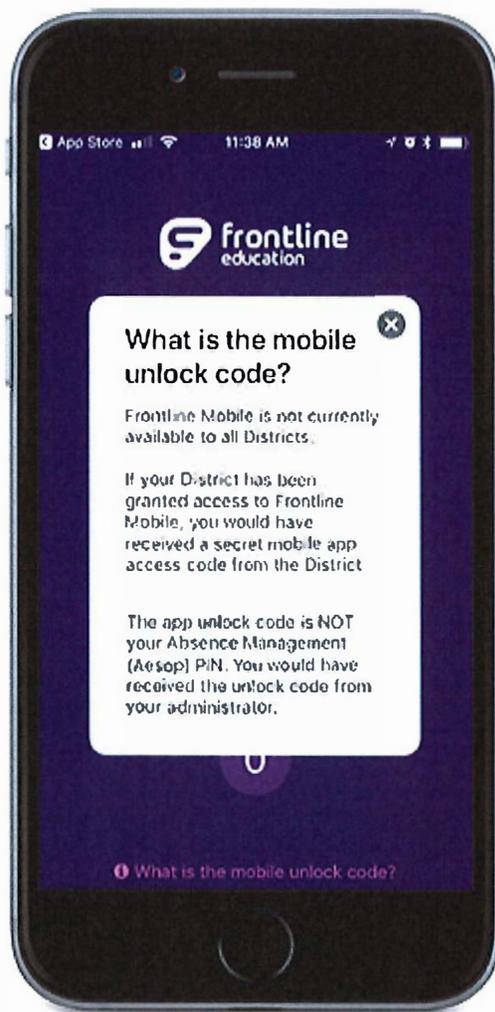
*Enter FTCSC MOBILE
UNLOCK CODE 7354*

Click on Continue

Welcome to the new Frontline Education mobile app for employees!

Once your district updates to the Frontline Insights Platform, your administrator will provide you with a **4-digit code**. Please enter the code here:

Accepted!

Continue

If you do not have an invitation code, the application is not yet available for your district. Once your district receives the mobile app, you'll receive an invite from your system administrator to download the app. If you have questions, contact:

mobilehelp@frontlineed.com

Click on Or Sign In with Organization SSO

This is where you will use your FTCSC work email address and password to sign in
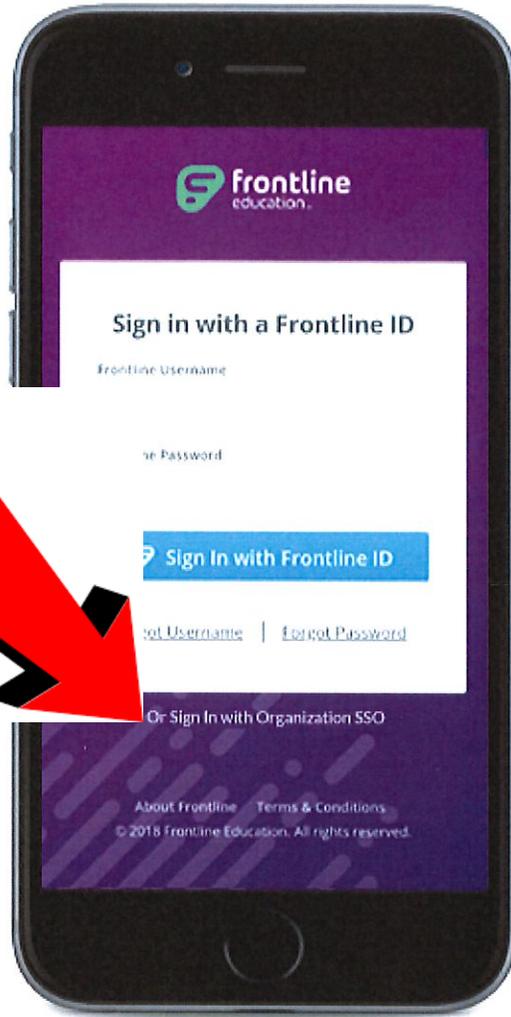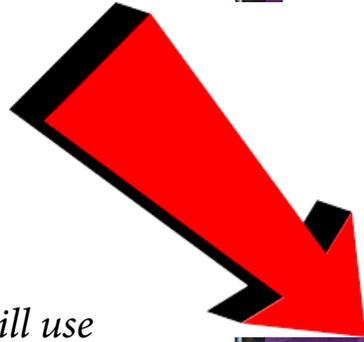
HOMEPAGE

The homepage provides a graph with current absence or leave balance details (if enabled) and displays any scheduled absences. You can access your Inbox or Navigation Menu at the base of the page, or you can select the option to schedule an absence.

The "Inbox" option provides instant access to any pending messages or email notifications. The "Menu" option opens a side navigation bar where you can access current tools and settings such as your Absences page.
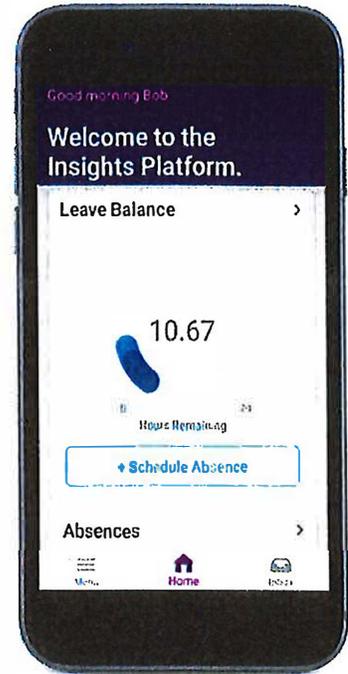
ABSENCES

The Absences page provides an overview of available Paid Time Off (if leave balances are enabled) or absences this past year (if available). The page also includes upcoming, past, or denied absences. The app categorizes your Paid Time Off in accordance with current available hours. (See images below.)

CREATE AN ABSENCE

As mentioned above, select +Schedule Absence on the homepage to create an absence. Choose your absence timeframe, indicate whether a substitute is required, and include notes for the Admin or sub!

(Absences This Year enabled)   (Leave Balances enabled)   (Absence Creation)