



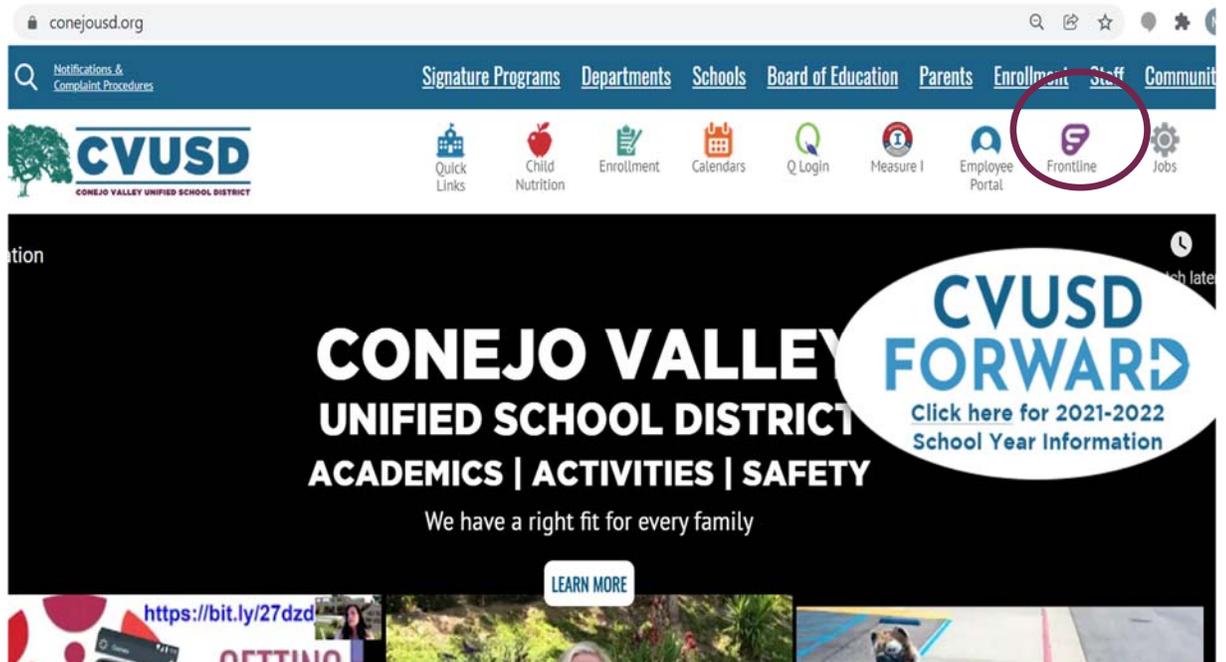
# CONEJO VALLEY UNIFIED SCHOOL DISTRICT

## FRONTLINE® USER RESOURCE GUIDE

### ABSENCE MANAGEMENT / TIME AND ATTENDANCE

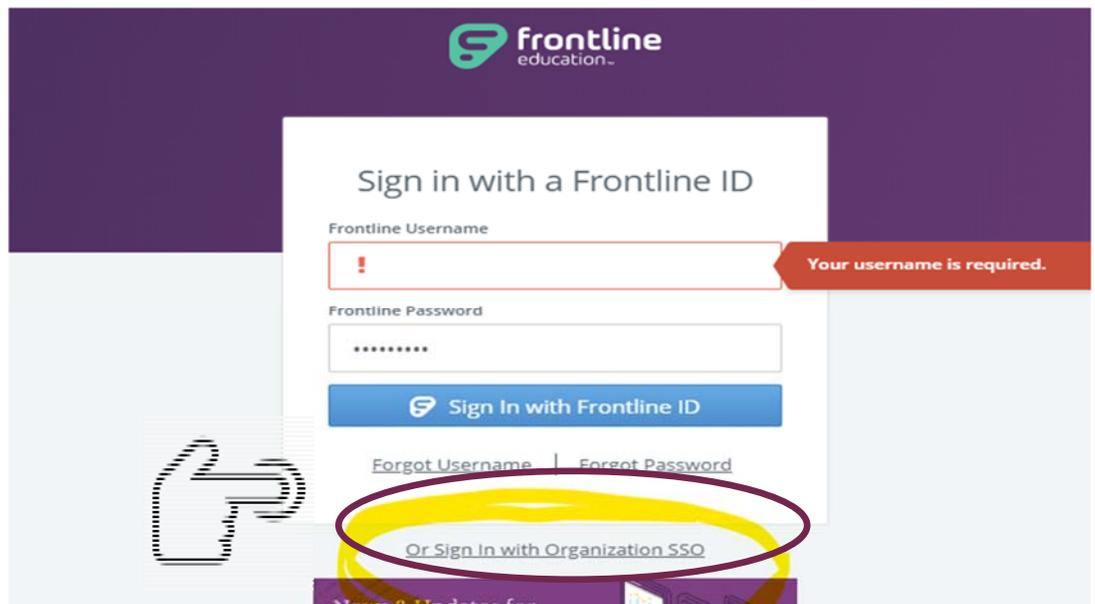
#### STEP 1

Go to the CVUSD website at <http://www.conejousd.org> and click on the Frontline icon located on the front page.



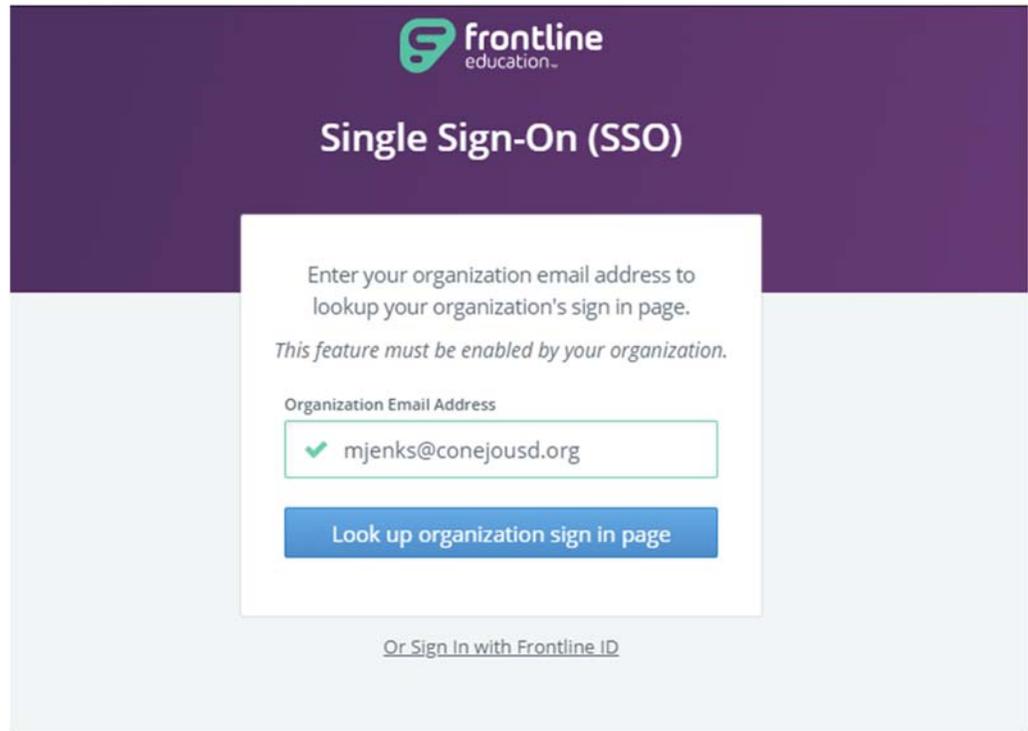
#### STEP 2

Upon clicking on the Frontline icon as shown above, you will be taken to the next screen. When logging in on the phone app, it will likely look as demonstrated below. If you get this screen, you will need to click on the link under the white box that says “Or Sign in with Organization SSO”. If you are trying to get on the phone app, you may have to click on this multiple times.



## STEP 3

Once you click on the “Or Sign in with Organization SSO” link, you will be routed to the Frontline Education Single Sign-On (SSO) screen. **Here you will enter your CVUSD email address in the Organization Email Address box.** If you have entered in the right format, you will see a green checkmark. You then either click “Enter” on your keyboard or the blue button, “Look up organization sign in page”.



frontline  
education

### Single Sign-On (SSO)

Enter your organization email address to lookup your organization's sign in page.  
*This feature must be enabled by your organization.*

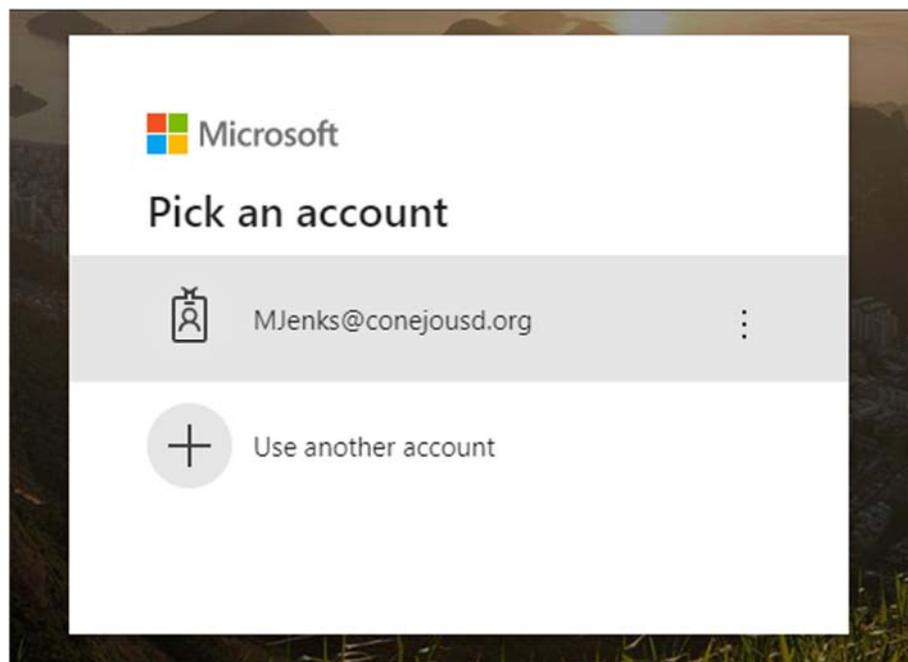
Organization Email Address

✓ mjenks@conejousd.org

Look up organization sign in page

[Or Sign In with Frontline ID](#)

Next, you may see the Office 365 Screen that has the Microsoft Box where you will “Pick an account”. You will want to click on the conejousd.org account (seen below). If the email with @conejousd.org does not display, go to “Use another account” and enter your CVUSD email.



Microsoft

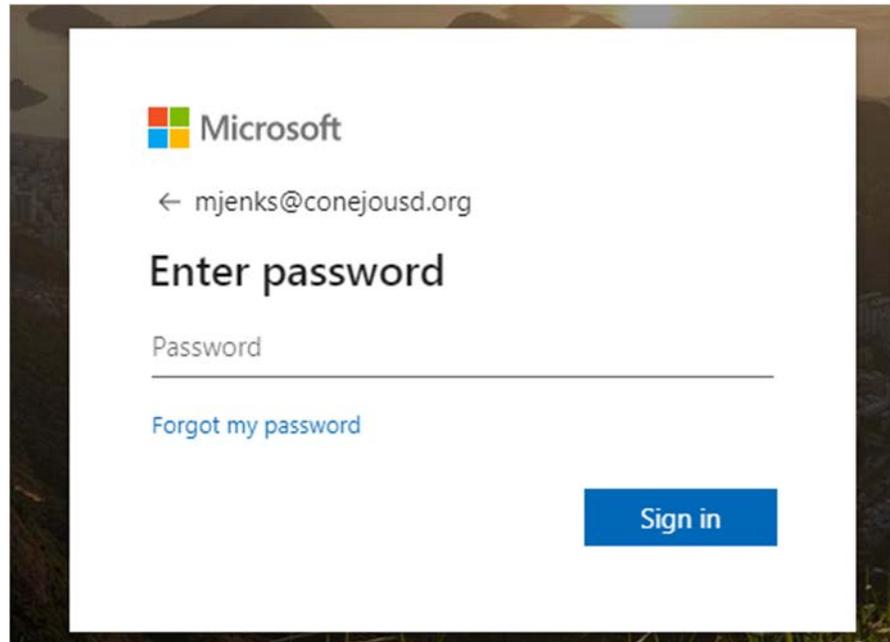
### Pick an account

 MJenks@conejousd.org

 Use another account

## STEP 4

After you enter your CVUSD email, **you will enter your CVUSD system password**. This is the password you use when you sign into your CVUSD computer. Once you enter your password, click on the blue “Sign in” button.

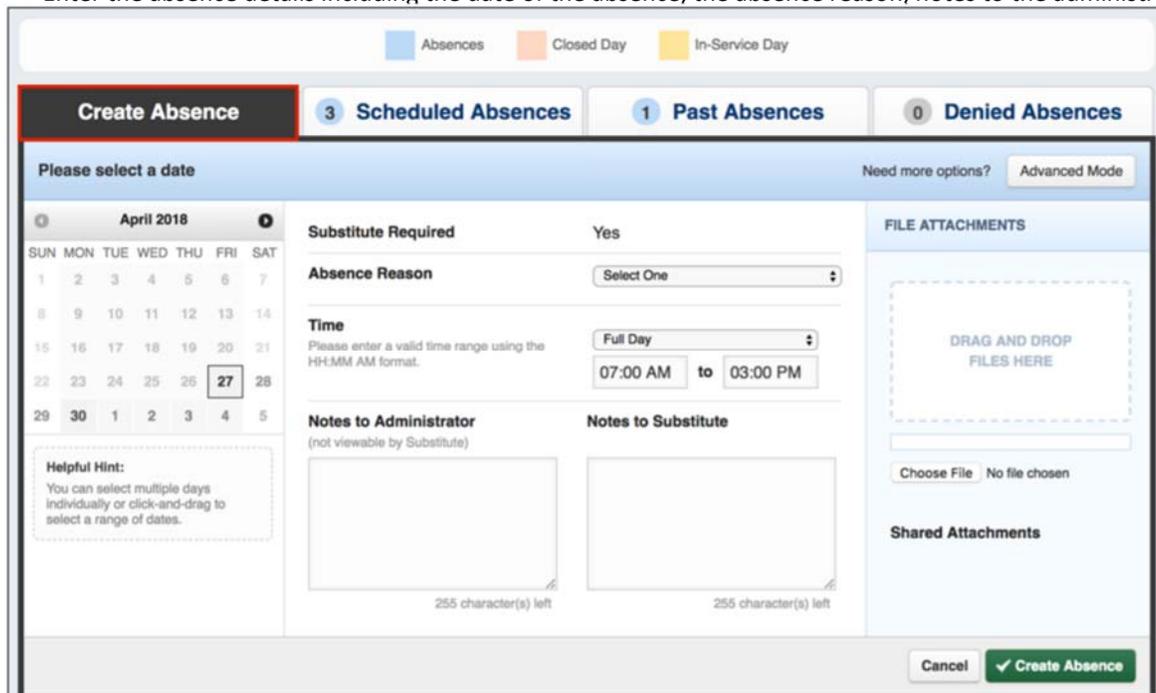


The image shows a Microsoft login page. At the top left is the Microsoft logo. Below it is the email address mjenks@conejousd.org with a back arrow. The main heading is "Enter password". There is a password input field with a horizontal line below it. Below the input field is a blue link that says "Forgot my password". At the bottom right is a blue button with the text "Sign in".

## STEP 5

### CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the Create Absence tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator

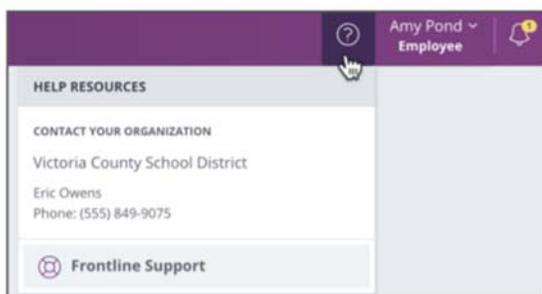


The image shows a web interface for creating an absence. At the top, there are three tabs: "Absences" (selected), "Closed Day", and "In-Service Day". Below the tabs is a navigation bar with four buttons: "Create Absence" (highlighted with a red box), "3 Scheduled Absences", "1 Past Absences", and "0 Denied Absences". The main content area is titled "Please select a date" and includes a calendar for April 2018. The calendar shows the date 27 selected. To the right of the calendar are several form fields: "Substitute Required" (Yes), "Absence Reason" (a dropdown menu), "Time" (a dropdown menu set to "Full Day" and a time range from 07:00 AM to 03:00 PM), "Notes to Administrator" (a text area with a 255 character limit), and "Notes to Substitute" (a text area with a 255 character limit). On the far right is a "FILE ATTACHMENTS" section with a dashed box for "DRAG AND DROP FILES HERE", a "Choose File" button, and "No file chosen" text. At the bottom right are "Cancel" and "Create Absence" buttons.

## MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	<b>General Information</b>
Shared Attachments	<b>Name:</b> Amy Pond
Preferred Substitutes	<b>Phone:</b> 6105553747
Excluded Substitutes	<b>Email Address:</b> Apond@education.com
Absence Reason Balances	<b>Title:</b>
	<b>Room Number:</b> Main Office
	<b>Language:</b> English Your language preference can be changed in your <a href="#">Account Settings</a> .
	<b>Address</b>



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

## ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

