



Creating a Frontline Account

An educational organization you work for is using Frontline’s new Insights Platform! A primary benefit is users can access all Frontline Education applications, roles and school districts with **one unique login called a Frontline Account**.

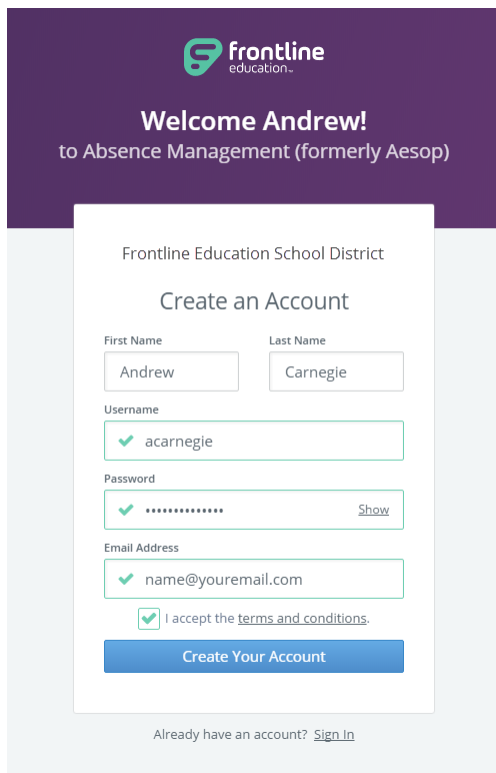
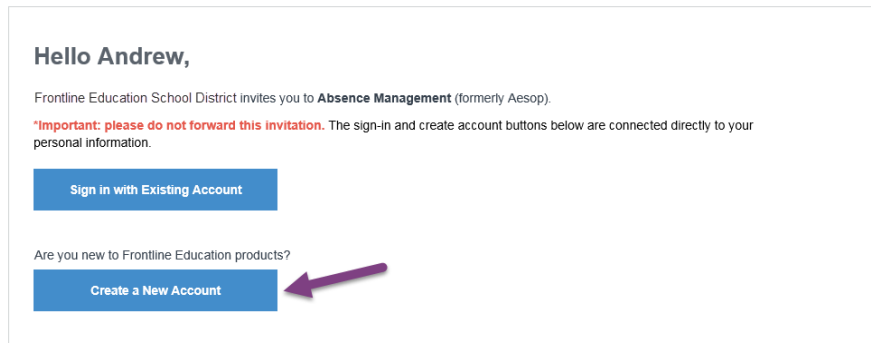
The login experience for Frontline Education applications has been redesigned to adhere to the latest cybersecurity protocols. Every user must create a **Frontline Account**, consisting of a **secure Username and Password** that meets stringent FERPA-compliant regulations.

This account **replaces any existing ID and PIN**, including a 6 digit multiple organization PIN.

EMAIL INVITATION FROM A FRONTLINE APPLICATION

You will receive an email invitation from no-reply@frontlineed.com. This email provides two options for action.

Sign in with Existing Account is intended only if you already created a Frontline Account for another organization. An ID and PIN does not qualify as an existing account.



Create a New Account should be clicked to establish your Frontline Account with a more secure username and password. This selection takes you to a Sign In page where you create login credentials in accordance with Frontline requirements.

It's important to note that system administrators will not have access to your Frontline Account password. Your email address is used for credential recovery to access Frontline applications via the web.

If you only work within one school system, you are done! If you perform work for other organizations continue reading for details on bringing these into your Frontline Account.

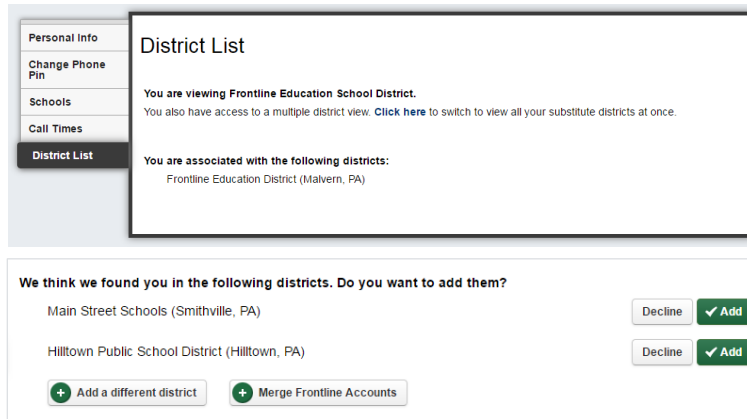
This new Frontline Account will be used to access information across all school systems you may work in, including organizations that are not on the Insights Platform. To add these into your Frontline Account you must go to **Preferences > District List**.

Adding Districts to a Frontline Account *(Substitutes only)*

After successfully creating your Frontline Account you will see all available jobs visible to you for the organization which sent you the email invitation. If you work in other school systems you need to add them into your account by going to **Preferences > District List**

The District List should look like one of the two options below. Based upon what you see, follow the step by step instructions.

ADDING WHEN A MULTIPLE DISTRICT VIEW IS DISCOVERED



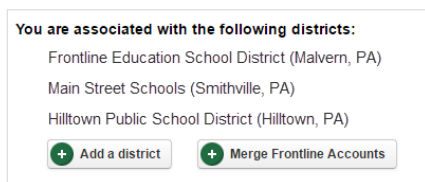
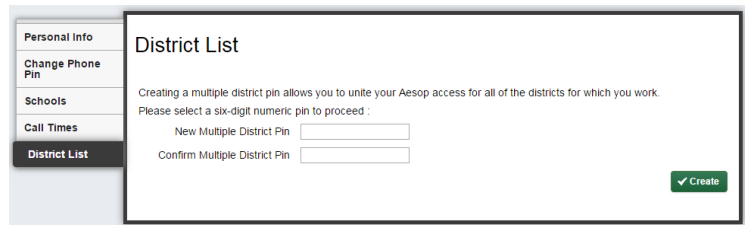
If the Frontline Account already discovers the presence of a connecting multiple district pin, the District List screen will look like this. Visit the link that says “**Click here** to switch to view all your substitute districts at once.”

The system then presents all districts with a matching first name, last name and phone number. You can easily click **✓ Add** to include them in your Frontline Account.

Voila! You are done.

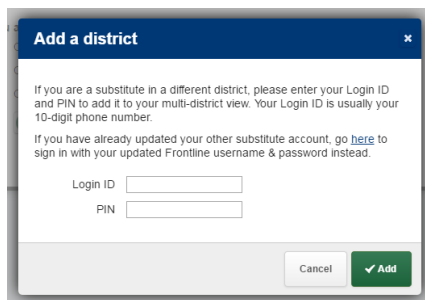
ADDING WHEN A NEW MULTIPLE DISTRICT PIN IS REQUESTED

If the District List screen doesn't provide the link to the multiple district view, you will need to first create a multiple district pin. *(This may happen even when you have an existing multiple district pin.)* Simply enter it twice and click **✓ Create**.



You are now presented with a list of districts with matching records. They are, however, still not connected! Click **✓ Add a district**.

In the “Add a district” pop-up, enter your phone number in the Login ID field and your 6 digit multiple district pin in the PIN field. Click **✓ Add**.



A message will confirm your accounts have been successfully merged.

Your accounts have been successfully merged.

The roles switcher in the upper right now allows you to switch between a **Multi-District View** and individual school districts. 😊

