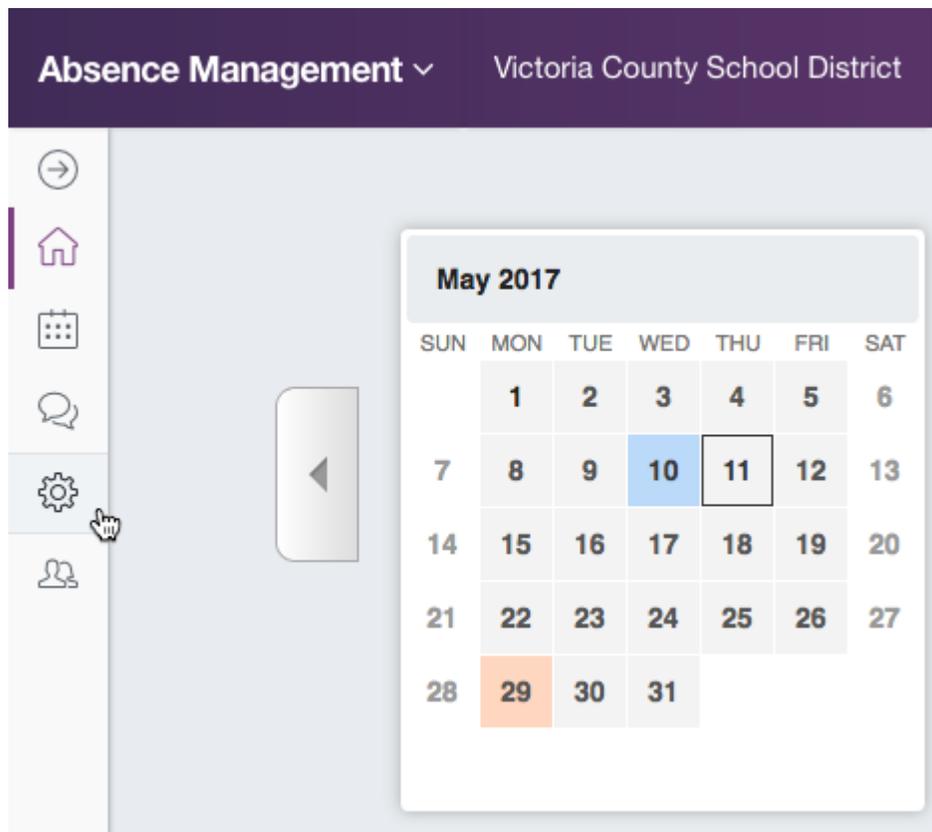


Managing Personal Information

absence-help.frontlineeducation.com/hc/en-us/articles/115003384548-Managing-Personal-Information

Managing your personal information in the absence management system is simple! Jump to the personal information page by clicking the **Account** option in the side navigation.



By default, the "Personal Info" tab will be open. Here you can view, modify, or remove your personal information.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Bob Barker
Preferred Substitutes	Phone: <input type="text" value="9128345670"/>
Excluded Substitutes	Email Address: <input type="text"/>
	Title:
	Room Number: Main Office
	Language: English <small>Your language preference can be changed in your Account Settings.</small>
	Address

To add or edit information, simply click in the text input box, type your information, and click the green **Save Changes** button at the bottom of the page.

Substitute Report Times	
Start Time:	<input type="text" value="8:00 am"/>
Half Day AM End Time:	<input type="text" value="11:30 am"/>
Half Day PM Start Time:	<input type="text" value="12:00 pm"/>
End Time:	<input type="text" value="3:00 pm"/>

 Save Changes

You may notice that not all of the information is editable. The type of info that you can change is dependent on your District's settings in absence management. If information has changed and you are unable to edit it here, contact your District's Administrator.

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