Managing Your Personal Information

absence-help.frontlineeducation.com/hc/en-us/articles/115003384948-Managing-Your-Personal-Information

You can reference the "Preferences" option to review your district-related details. These include personal information, PIN management, affiliated schools, call times, and affiliated districts.

You can easily add or update this information by selecting the **Preferences** option in your side navigation.

By default, the system displays the "Personal Info" page, where you can view current profile details. Review the name, phone, email address, and home address sections and click **Edit** to make any necessary adjustments.

The "Edit Personal Info" popup displays. Simply edit one or more fields as necessary and then click one of the "apply" buttons, depending on whether or not you want the update to take effect for one particular district or all that you happen to belong to. Multi-district subs have permissions associated to each district, and you can apply specific changes to each, based on permissions.

Your permission level determines the information (fields) that you can update. Most districts allow their substitutes to change email address and phone number.

Once you "apply" your changes, absence management confirms that your information has been saved.

Field Warning Indicators

The yellow triangle with an exclamation point beside any particular field can be informative. By hovering over the indicator as shown in the following image, a tool-tip window displays. In this example, while Melody Pond has access to more than one district, the tool-tip acts as a reminder to let her know that by updating her name, that would only be effective in "Customer Support-Joes Training District".

Edit Personal In...

You can only edit your Name in the following districts:
Customer Support-Joes Training District.

First Name	Melody	⚠
Last Name	Pond	⚠
Phone	4845556820	
Email Address	Mpond633@gmail.com	
Confirm Email		
Language:	English	

Your language preference can be changed in your Account Settings.

Street		⚠
Street 2		
Street 3		
Street 4		
City		
State		
Zip Code		

Cancel   Apply only to Victoria County School District   Apply to All Districts