

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.

The screenshot shows the 'Absence Management' interface for Victoria County School District. The user is logged in as Melody Pond. The side navigation menu on the left includes options like Home, Available Jobs, History, Feedback, and Preferences, which is highlighted with a red box. The main content area displays three monthly calendars for May, June, and July 2018. Below the calendars, there are four tabs: Available Jobs (1), Scheduled Jobs (1), Past Jobs (3), and Non Work Days (0). A table below the tabs shows job details for 'Barker, Bob' on 'Thu, 5/10/2018' from '11:00 AM - 6:00 PM' for a 'Full Day' at 'Victoria County School District' and 'Victoria County Community Schools'. There are 'Reject' and 'Accept' buttons for this job.

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 screenshot shows the 'Personal Info' page for Melody Pond. The page has a sidebar with navigation options: Personal Info, Change Phone Pin, Schools, Call Times, and District List. The main content area displays the user's name 'Melody Pond' and a 'Turn Off All Calling' button. Below this, there is a section for 'Victoria County School District' with a 'Turn Off Calling' button. The main content area is divided into four columns: Name, Phone, Email Address, and Address. The Name field contains 'Melody Pond', the Phone field contains '(484) 555-6820', and the Email Address field contains 'Mpond633@gmail.com'. An 'Edit' button with a right-pointing arrow is highlighted with a red box in the bottom right corner.

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.

Edit Personal Info
✕

<p>First Name <input style="border: 1px solid #ccc;" type="text" value="Melody"/> !</p> <p>Last Name <input style="border: 1px solid #ccc;" type="text" value="Pond"/> !</p> <p>Phone <input style="border: 1px solid #ccc;" type="text" value="8466895747"/></p> <p>Email Address <input style="border: 1px solid #ccc;" type="text" value="Mpond633@gmail.com"/></p> <p>Confirm Email <input style="border: 1px solid #ccc;" type="text"/></p> <p>Language: English Your language preference can be changed in your Account Settings.</p>	<p>Street <input style="border: 1px solid #ccc;" type="text" value="538 Mockingbird Drive"/> !</p> <p>Street 2 <input style="border: 1px solid #ccc;" type="text"/></p> <p>Street 3 <input style="border: 1px solid #ccc;" type="text"/></p> <p>Street 4 <input style="border: 1px solid #ccc;" type="text"/></p> <p>City <input style="border: 1px solid #ccc;" type="text" value="Frankville"/></p> <p>State <input style="border: 1px solid #ccc;" type="text" value="PA"/></p> <p>Zip Code <input style="border: 1px solid #ccc;" type="text" value="14543"/></p>
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Cancel
Apply only to Victoria County School District
Apply to All Districts

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

Personal Info
Melody Pond
✕ Turn Off All Calling

Change Phone Pin
You may edit information in this field. Changes to a particular field will apply only to those districts that allow editing of that field. ✔ Your information has been saved.
✕ Dismiss Message

	Name	Phone	Email Address	Address
Schools	Victoria County School District ✕ Turn Off Calling			
Call Times				
District List	Melody Pond	(484) 555-6863	Mpond633@gmail.com	Edit ▶

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".

Call Times

Edit Personal Information

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

First Name	<input type="text" value="Melody"/>		Street	<input type="text"/>	
Last Name	<input type="text" value="Pond"/>		Street 2	<input type="text"/>	
Phone	<input type="text" value="4845556820"/>		Street 3	<input type="text"/>	
Email Address	<input type="text" value="Mpond633@gmail.com"/>		Street 4	<input type="text"/>	
Confirm Email	<input type="text"/>		City	<input type="text"/>	
Language:	English		State	<input type="text"/>	
	Your language preference can be changed in your Account Settings .		Zip Code	<input type="text"/>	

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