The Substitute Home Page

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🌐 **absence-help.frontlineeducation.com**/hc/en-us/articles/115003266047-The-Substitute-Home-Page

Your application home page provides access to all your important information. These options include district notifications, job opportunities, upcoming assignments, and much more!

Notifications

Once you log in, you may first be presented with notifications from the system, and there are two types of notifications you can receive.

Web Alerts

These alerts are created by your district for substitutes to see. They will contain important information that may be useful to you.

Once you have read the alerts, you can click the **Dismiss** button to move on. These Web Alerts can be revisited at any time within the application.

Confirmations

You will occasionally receive notifications that require a confirmation. The example below informs the substitute that she was assigned a job. These notifications are very important and must be confirmed before you can move on to your home page.

You were assigned to this job on Tuesday, April 10, 2018 11:40 AM.

Date	Time	Duration	Location	
Barker, Bob 📋	Report to: Main Office			CONFIRMATION #304129827
Mon, 4/23/2018	11:00 AM - 6:00 PM	❶ Full Day	Victoria County School District Victoria County Community Schools	📞 📍

Previous ✓ Confirm

Home Page

Once you dismiss or confirm your notifications (when applicable), you can view your home page.

Absence Management   Victoria County School District ⌄   ❓   Melody Pond ⌄ **Multi-District View**   🔔

April 2018	May 2018	June 2018
SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT	SUN MON TUE WED THU FRI SAT
1 2 3 4 5 6 7	1 2 3 4 5	1 2
8 9 10 11 12 **13** 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
29 30	27 28 29 30 31	24 25 26 27 28 29 30

❶ Available Jobs	❷ Scheduled Jobs	⓪ Past Jobs	⓪ Non Work Days

Date	Time	Duration	Location	🔻 Filter
Barker, Bob 📋				✖ Reject ✓ Accept
Fri, 4/13/2018	11:00 AM - 6:00 PM	❶ Full Day	Victoria County School District Victoria County Community Schools	📞 📍

Side Navigation

Your side navigation lists available job opportunities, work history, feedback, and system preferences.
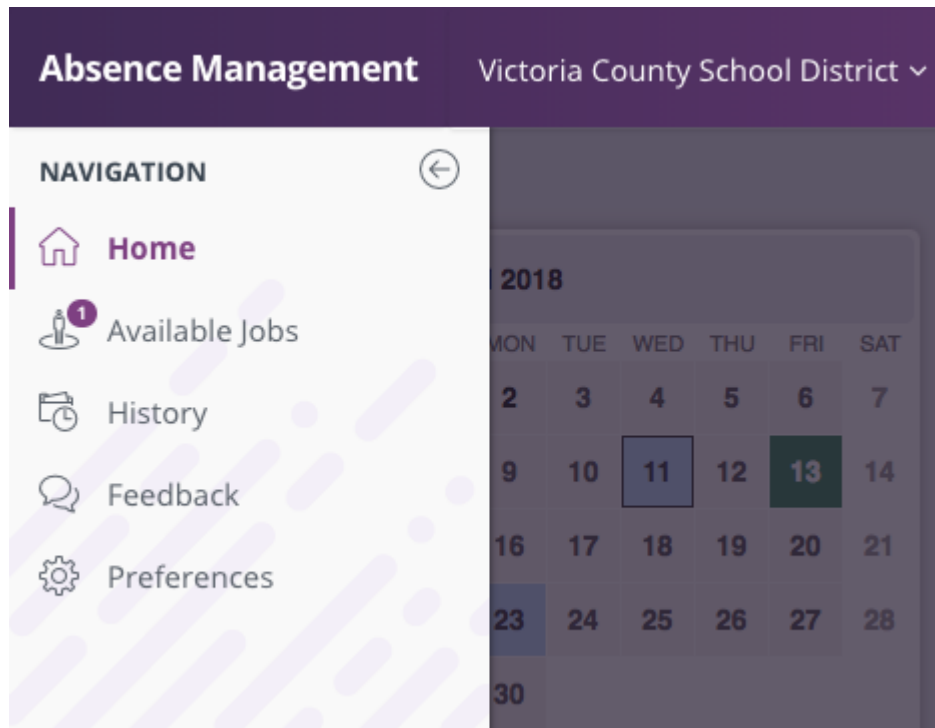
Available Jobs: View the number of currently available jobs via this side navigation or within the green circle on the home page. This option will bring you to the "Available Jobs" tab where you will see a list of the jobs that are ready for you to accept.

History: View the number of previous jobs completed within the past 60, 90, or 120 days and jobs completed during the current or previous school year. You can also search with a custom date range.

Feedback: Leave feedback for jobs completed or view recently provided feedback.

Preferences: View account options that include Personal Information, PIN changes, Preferred Schools, Call Times, and a District List.

Calendar

The calendar provides an overview of your scheduled and available jobs, and it is color coded to indicate the different types of days.

Black Box: A black box around a date represents that it is the current day.

Blue Box: A blue box represents a past or scheduled job.

Green Box: A green box indicates an available job.

Gray Box: A gray box indicates a Non-Work Day.

Use the back and forward arrows on either side of the calendar to view previous or future days.

You can also click on an individual day within the calendar to view details for that specific date. If there is an available job, you can accept or reject it directly from the pop-up!

Job Tabs

Locate your "Jobs" tabs directly beneath the calendar. These tabs allow you to quickly review your job-related details.

Available Jobs: This tab lists your currently available jobs and includes the option to reject or accept the position. The number on the tab represents how many available jobs there are.

Scheduled Jobs: This tab shows the currently scheduled jobs you have already accepted and includes the option to cancel a job, if needed. The number on the tab represents the number of currently scheduled jobs.

Past Jobs: The "Past Jobs" tab brings up your job history for the past 30 days. The number on the tab represents the number of jobs in the last 30 days.

Non Work Days: This tab shows you your upcoming Non-Work Days as well as Non-Work days from the past 30 days. You can also create Non-Work Days from here. The number on the tab represents upcoming Non-Work Days and Non-Work Days from up to 30 days in the past.

Application Options

Based on permissions and your district setup, the system includes selections for your district, help resources, and Frontline ID account at the top of the page.

Organization: Click the dropdown to alternate between districts (if you are a multi-district sub). Take note, the multi-district view allows you to view all your district information within a single application.

Help Resources "?": View your organization's contact information and select the **Frontline Support** link to view application help content.

Account: Click the dropdown beside your name to activate the multi-district view (for multi-district subs), access account settings for your Frontline ID account (if applicable), or sign out of the application.

Notifications: Select the "bell" to review any district alerts/notifications.

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