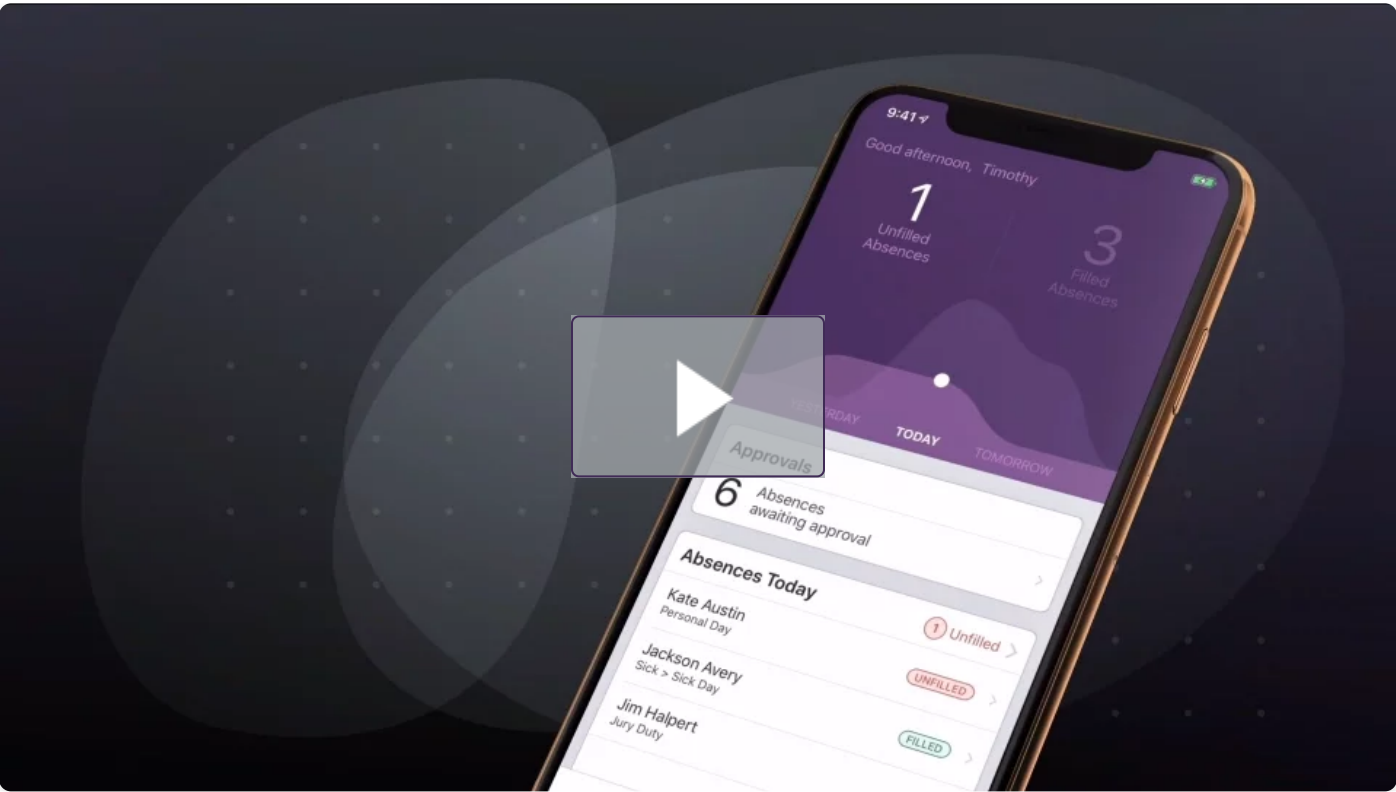


[Employee Help](#) > [Frontline Mobile App](#)

# Employee Frontline Education Mobile App

## Overview

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The user-friendly app provides increased accessibility to key features such as absence creation, Leave Balance recognition, and multiple absence tracking tools.



## Getting Started

In preparation, please ensure you meet the following qualifications prior to downloading the app:

- Your district must utilize Frontline's Insights Platform and use the Frontline Absence Management feature.
- You must already have a Frontline ID account with a single username and password.

If you wish to take a moment and learn more about upgrading to your single Frontline ID account, click **here** (<https://absence-help.frontlineeducation.com/hc/en-us/articles/115005073828-QuickStart-Guide-Creating-a-Frontline-Account?>)!

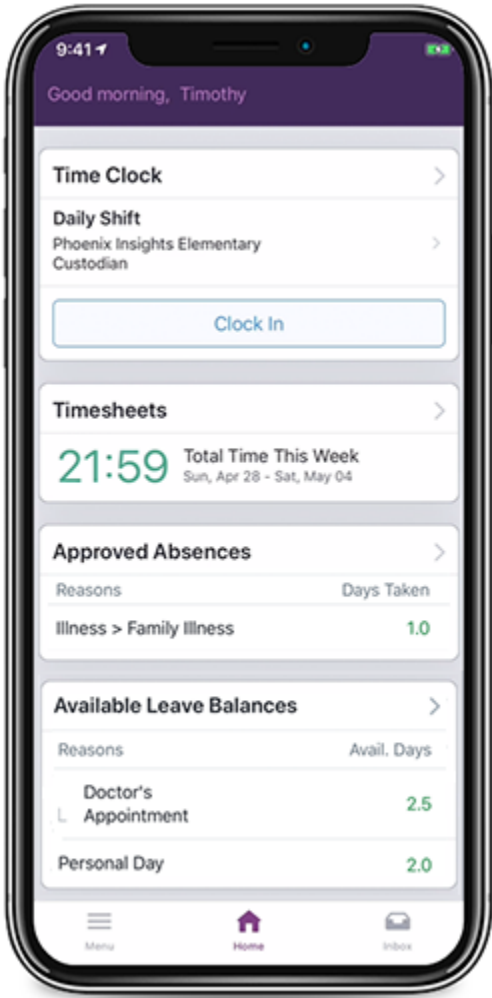
Once these requirements are met, search "Frontline Education" within the mobile app store and download the Frontline app. You will be prompted to enter a unique 4-digit access key that is provided by your organization.



Once you enter the access key, proceed to the Sign In page and enter your Frontline ID. Then, click **Sign In**.

## Key Features

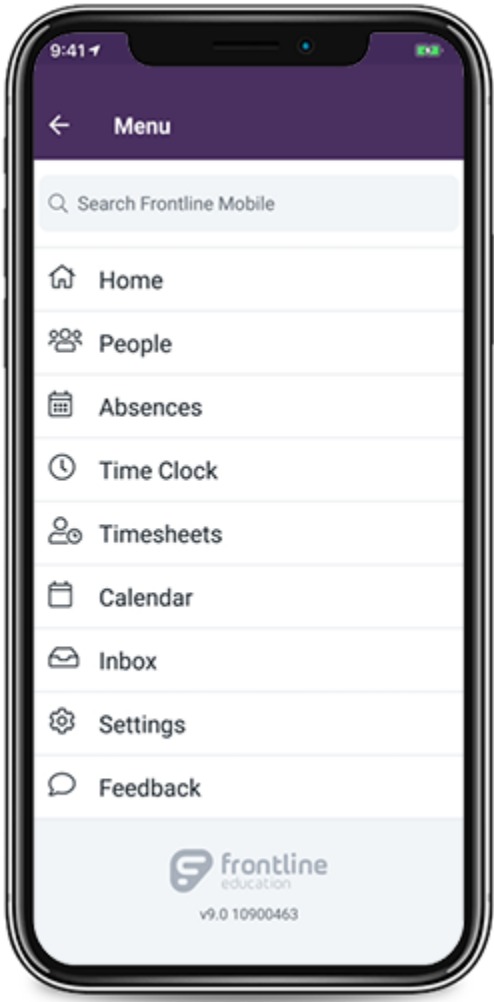
The homepage displays information applicable to your permission setup. Potential in-app features include current absence or leave balance details (if enabled), clock-in/out functionality, timesheet details, and the option to schedule an absence.



(Take note, you can also use the mobile app to electronically check in prior to attending a Professional Development event. (You will have previously registered for this event through Professional Learning Management.)

## Menu/Side Navigation

The "Menu" opens a side navigation bar where you can access current tools and settings. Please select one of the options below to learn more about this functionality.



These options include:

☒ **People**

☒ **Absences**

☒ **Time Clock**

☒ **Timesheets**

☒ **Calendar**

☒ **Inbox**

☒ **Settings**

☒ **Feedback**