

Using Absence Management as a Multi-District Sub

 [absence-help.frontlineeducation.com/hc/en-us/articles/115003266227-Using-Absence-Management-as-a-Multi-](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003266227-Using-Absence-Management-as-a-Multi-District-Sub)

Watch video

This guide offers more information about system functionality for a substitute who works in multiple districts. The information will help you access the system with a single PIN of your choice and will also allow you to manage your schedule across the various districts where you work.

Basics

The system identifies multi-district subs by matching your first name, last name, and phone number with other districts who use Absence Management. If the system detects your information in more than one district, you are considered a multi-district sub.

Once identified, the system will prompt you to create a multi-district PIN number when you log in. [Click here](#) to learn more about this process.

Insights Platform

If one of your districts has recently transitioned to the Insights Platform, you will first need to create a Frontline Account in order to access and manage your jobs across multiple districts.

Once you create this Frontline Account, the username and password will replace the multi-district PIN for logging in online, but you will still use that PIN for phone access and to log in to your Jobulator account. If one of your districts also uses the Time and Attendance application, you would continue to use your PIN to clock in at the time-clock kiosk for that district.

Searching for Jobs

When you log in with your multi-district PIN or Frontline Account username and password, you will see jobs from all your districts in the "Available Jobs" tab. The location will now show the name of the specific school and the name of the school district where the job occurs.

Absence Management Victoria County School District Melody Pond
 Multi-District View

November 2019

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

December 2019

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

January 2020

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

2 Available Jobs **3 Scheduled Jobs** **0 Past Jobs** **1 Non Work Days**

Date	Time	Duration	Location	Filter
Banner, Robert				
Mon, 11/18/2019	6:00 AM - 3:00 PM	Full Day	Victoria County School District Meridian High School	Reject Accept
Barker, Bob				
Thu, 11/21/2019	11:00 AM - 6:00 PM	Full Day	Phoenix School District Gallifrey Middle School	Reject Accept

You can click the **Filter** button in the top right corner to further specify search results by school district.

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Select Districts to Show

District	Select
Victoria County School District	<input checked="" type="checkbox"/>
Phoenix School District	<input checked="" type="checkbox"/>

Save

Managing Preferences

As a multi-district sub, you can manage your personal information, PIN, preferred schools, call times, and district list within your "Preferences."

Personal Info	Melody Pond				Turn Off All Calling
Phone Credentials	You may edit information only for districts that allow editing, and changes to a particular field will apply only to those districts that allow editing of that field.				
Schools	Name	Phone	Email Address	Address	
Call Times	Victoria County School District				Turn Off Calling
District List	Melody Pond	(484) 555-6863	Mpond@education.com		Edit
	Customer Support-Joes Training District				Turn Off Calling
	Melody Pond	(846) 555-5747	Mpond@education.com		Edit

Personal Info

Your personal information helps the system identify you as a multi-district sub. To change your personal information, click the **Edit** button beside the applicable district.

Most districts allow their substitutes to change their email address and phone number, but you may have permission to edit other information as well.

Once complete, you can apply your changes to just the selected district or to all your districts.

Edit Personal Info ✕

<p>First Name <input style="width: 100%;" type="text" value="Melody"/> </p> <p>Last Name <input style="width: 100%;" type="text" value="Pond"/> </p> <p>Phone <input style="width: 100%;" type="text" value="4845556863"/></p> <p>Email Address <input style="width: 100%;" type="text" value="mpond@education.com"/></p> <p>Confirm Email <input style="width: 100%;" type="text"/></p> <p>Language: English Your language preference can be changed in your Account Settings.</p>	<p>Street <input style="width: 100%;" type="text"/> </p> <p>Street 2 <input style="width: 100%;" type="text"/></p> <p>Street 3 <input style="width: 100%;" type="text"/></p> <p>Street 4 <input style="width: 100%;" type="text"/></p> <p>City <input style="width: 100%;" type="text"/></p> <p>State <input style="width: 100%;" type="text"/></p> <p>Zip Code <input style="width: 100%;" type="text"/></p>
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For more information, consider referencing this article.

Phone Credentials

As covered earlier, your multi-district PIN allows you to collectively view all your district details, and you can manage your PIN within this section. Reference this article if you wish to learn more about the creation of this PIN.

Phone Credentials

The phone ID and PIN listed below are only used to sign in to the Absence Management phone system as a multiple district substitute.
[Learn More](#) about why you have separate phone sign in credentials.

Phone Login ID: 4845556863

Multi-District Phone PIN: 675837

New PIN:

Confirm New PIN:

Schools

You can determine the list of schools where you prefer to work. Simply select the applicable district and click the checkbox beside your preferred schools.

If you are a new substitute, you will see jobs at all schools by default. Otherwise, you will first need to select the district in question and then proceed to select the checkbox beside schools you want to add.

Pro Tip

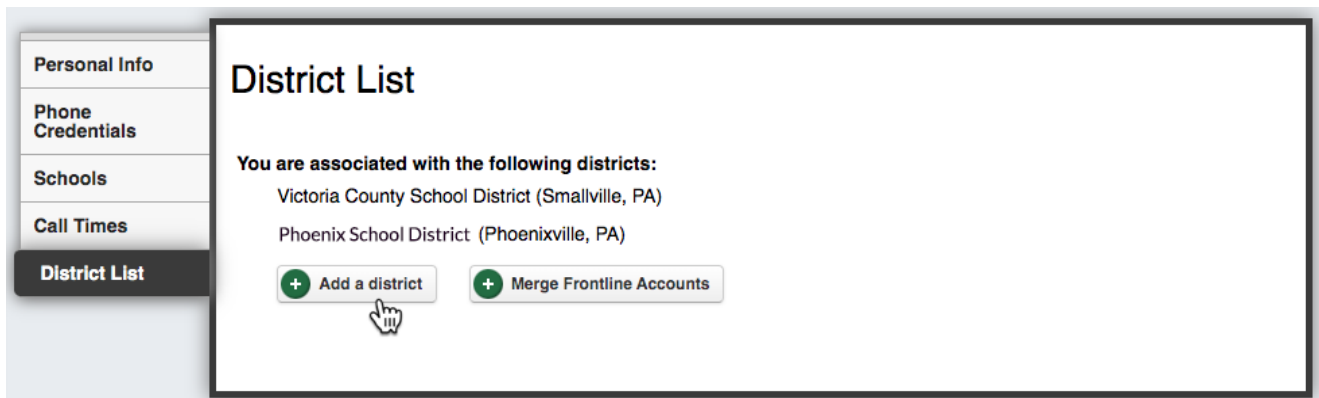
In addition to adding a school, remember that you can also remove schools from your list via this section. *We recommend you proceed with caution when removing locations as this affects what jobs you will see and can accept.

Adding a New District

Occasionally, you might encounter a situation where a district you have signed up with does not automatically show as an option to add in your district list. (This may be because you do not have a perfect match in this district to your current phone number, first name, and last name.) However, you do have the option to manually enter the ID and PIN for the district you would like to add.

To do this, click the **District List** option under the "Preferences" tab. This selection opens the list of districts you are currently associated with. Then, click the **Add a district** button to include an additional district.

Note, the "Merge Frontline Accounts" option pertains to users whose districts have upgraded to the Frontline Insights Platform. The platform upgrade allows you to create a single Frontline username and password to log in to any of your Frontline applications. The "Merge Frontline Accounts" option would only apply if you inadvertently created two Frontline accounts and needed to merge them into one. Reference this article to learn more.



Once the "Add a district" option is selected, the system will prompt you to enter the login ID and PIN provided for that district.

Enter the information and click **Add**.

Add a district ✕

If you are a substitute in a different district, please enter your Login ID and PIN to add it to your multi-district view. Your Login ID is usually your 10-digit phone number.

If you have already updated your other substitute account, go [here](#) to sign in with your updated Frontline username & password instead.

Login ID

PIN

Once completed, you can collectively view the information for that district as well!

Pro Tip

You cannot remove yourself from a district, but if a location is not applicable, remember that you can remove yourself from the contact list of any schools within a district with which you are currently affiliated. Reference the "Schools" section above to learn more.

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