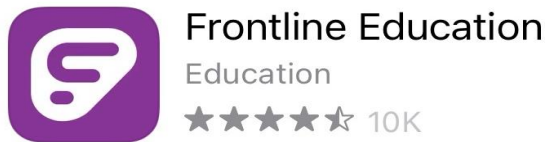


USING FRONTLINE

Interacting with Frontline via the Website:

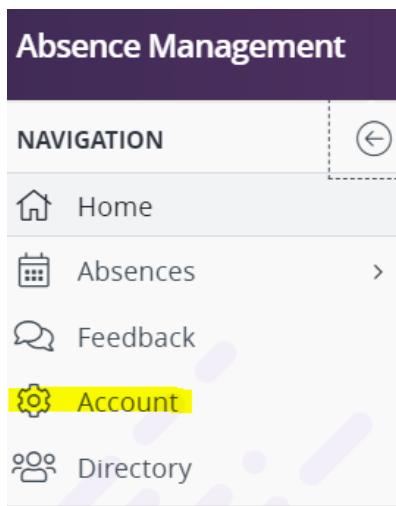
You will receive a personal invitation email with the subject line: Hudson Public Schools invites you to Absence Management. If you have an existing Frontline ID Account, then click "Sign in with your Frontline ID." Otherwise, click "Create a Frontline ID." Enter a Username, Password, email address, and click the "I accept the terms and conditions" box. Click "Create Frontline ID" and you are in

To access the Frontline website, you will go to <https://app.frontlineeducation.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

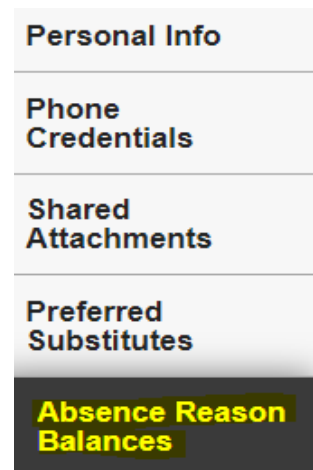


Download the Frontline App on your phone to view your PTO and to log any absences

To view your PTO on the website on a computer:



1. Click "Account" on the left hand side
2. Click "Absence Reason Balances"



Please note, the system will not let you log a day if you do not have enough time remaining. In the case that you need to take an unpaid day, please contact your principal and secretary!

If you have any questions or are having problems logging in, please contact Emily Osborne, Human Resources Assistant at enosborne@hudson.k12.ma.us