

HIGHEST PRIORITY

To: All Employees Who Use Absence Management, Professional Growth (MLP & OASYS), Applicant Tracking and IEP Direct

From: Jason Ring, Assistant Superintendent JR

Date: 12/11/18

Re: Frontline Pending Upgrade on January 9th, 2019

*On Wednesday January 9th, 2019, (Launch Day) our district is being moved to Frontline's Insights Platform.

What does this mean for me?

You will no longer log-in to each individual Frontline program. Instead, you will log-in to all of Frontline's programs at this URL: app.frontlineeducation.com .

What do I need to do to prepare?

- 1. Review the attached welcome letter that includes a brief overview and a video explaining the switch.*
- 2. On January 9th, 2019 (Launch Day), you will receive an email from no-reply@frontline.com after 10 am with a link to create your new Frontline ID and password. **YOU WILL NOT HAVE ACCESS TO ANY FRONTLINE PRODUCT UNTIL YOU COMPLETE THIS STEP.***

Can I create my new Frontline ID ahead of launch day?

*No. However, prior to launch day you will receive two more notifications identical to this email as a reminder. Please review the information included in this email **PRIOR TO JANUARY 9th, 2019.***

Please contact the Personnel Office with any questions (extension 3720).