



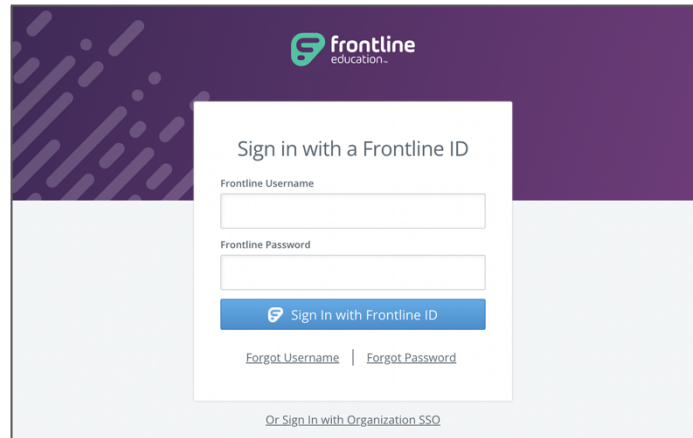
Educator's Guide

Reference this QuickStart Guide to review initial sign-in steps and various system features.

GETTING STARTED

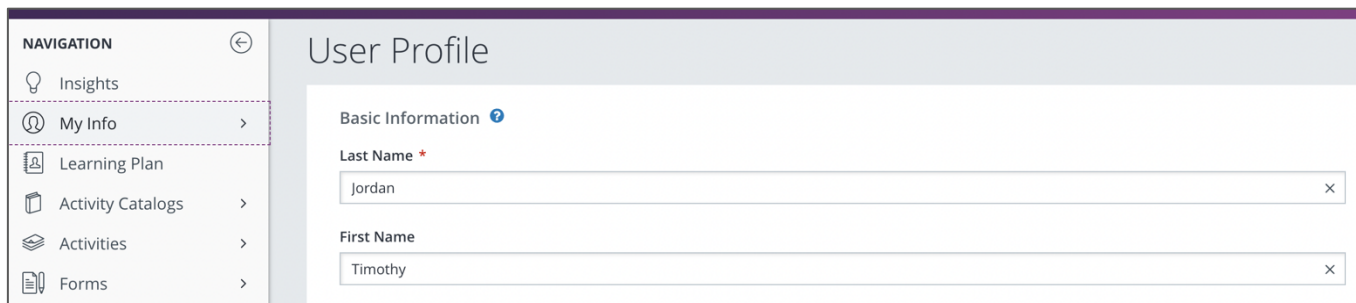
To log in, go to app.frontlineeducation.com and enter your sign-in credentials.

If you are new to the system, your organization will send an account invitation, which allows you to create a single, Frontline ID account for all your Frontline applications.



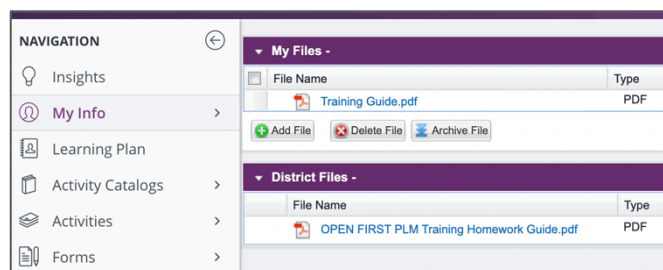
MY INFO

Once signed in, reference the “My Info” option in the side navigation and select **My PG Profile** to review your account settings. If assigned the permission, you can update this information, when needed, or you can reach out to a building administrator for assistance.



Select **My File Library** within the “My Info” section to upload files for PLM, if needed.

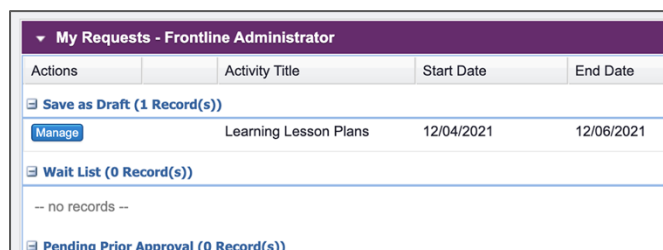
Review the additional options found within your “My Info” section and identify what additional features are provided.



LEARNING PLAN

Select the **Learning Plan** option from the side navigation and locate the “My Requests” section.

From here, you can manage your learning requests.



ACTIVITY CATALOGS

Click **Activity Catalogs** in the side navigation and select an available catalog to browse or search activities.

Pro Tip: The search option's default start date is today. Adjust the dates to the start of the academic year so you can include ongoing activities that may have started earlier.

Review an activity, if available, and select the blue activity name to identify the information provided.

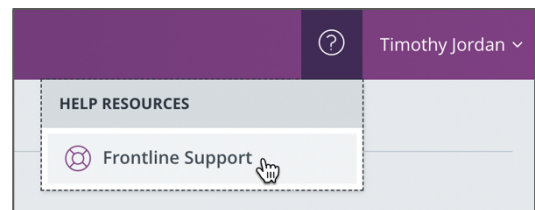
The screenshot shows a web interface for activity catalogs. On the left is a navigation menu with items: Insights, My Info, Learning Plan, Activity Catalogs (highlighted), Activities, Forms, Administration, and Configuration Tools. The main content area is titled 'Catalog: *Phoenix Insights School District'. Below this is a 'Search Options' section with a search bar, dropdown menus for 'Program' (All Programs) and 'Event' (All Events), and date pickers for 'Start Date' (08/25/2021) and 'End Date' (08/31/2023). A 'Search' button is on the right. Below the search options is an 'Advanced Search Options' link. The search results section shows 'Search Results (10 Activities)' with a blue link for 'Bloodborne Pathogens for School Employees', followed by 'Program: Online Courses' and 'Dates: On-going'.

FORMS

Select **Forms** in the side navigation to review available options. For more information, reach out to your building administrator or PD lead to learn how forms are used in your organization.

HELP

The Learning Center offers help articles, videos, and more. Select the “?” icon in the upper right and click **Frontline Support**. This opens the Learning Center in a new browser tab.



Use the search bar or select a category (e.g., Teacher/User, etc.) to browse by topic. We recommend you begin with [Popular Questions for Teachers/End Users](#). To return to the prior view, close the help tab.

