

## Eagle Mountain Saginaw ISD

Dear Substitute,

We have the pleasure of notifying you that Eagle Mountain Saginaw ISD is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in our district. This service from Frontline Education utilizes both the telephone and internet to assist you in locating jobs. The Frontline Absence Management solution is available 24 hours a day, 7 days a week. Frontline uses these methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting the Frontline Education website, <https://app.frontlineeducation.com>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You can also search for and accept available jobs by downloading the Frontline Mobile app on your mobile device. Access the app store on your mobile device and enter "Frontline Education" in the search bar. Click the **Get** or **Install** button and install the app.
3. You may interact with the Frontline system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
4. Frontline will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Frontline service may call for substitutes: 5:30AM - 7:45AM in the morning and 5:30PM - 9:30PM in the evening.

### Important Notes:

- \* In order to access the Frontline system, you will receive a Frontline email invitation once activated as a substitute and will need to create a username and password to login.
- \* If you accept a job, Frontline will issue a confirmation number. **Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.**
- \* Frontline will automatically make a recording of your name for Eagle Mountain Saginaw ISD on the phone system.

To review or change the recording of your name, call in to Frontline and select option 4.

We are confident that you will find the Frontline experience beneficial and enjoyable.

Should you experience difficulty using the Frontline system in any way, please contact the HR Personnel Specialist for Substitutes.

Thank you,  
Personnel Specialist/Substitutes  
817-232-0880 ext. 2536