Absence Management Multi-District Sub

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

> 🎞 **VIDEO**
>
> Check out our related video - **Multi-District Substitute (2:32)** - as you review this topic.

Click a hyperlink below to jump to that topic:

- **Basics**

- **Searching for Jobs**

- **Managing Preferences**

- **Adding a New District**

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.

🔗 **Additional Resources:** **Creating a Multi-District PIN**

➔ Insights Platform

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

Once you create this Frontline Account, the username and password will be used to log in, but you will still use a PIN for phone access. If one of your districts also uses the Time & 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, you will see jobs from all your districts in the "Available Jobs" tab. The location will show the name of the specific school and the name of the school district where the job occurs.

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

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

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.

➡ 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.
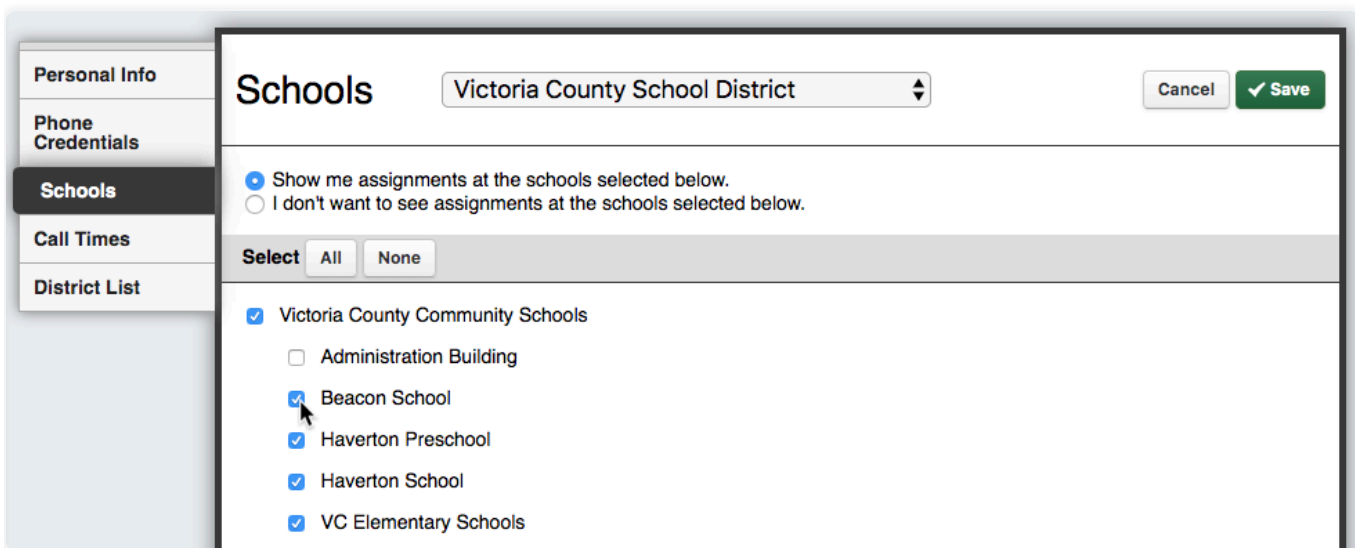
🔗 **Additional Resources:** **Creating a Multi-District PIN**

➡ 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.

💡 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.

➡ Call Times

Absence Management calls you for jobs during the time period mandated by your district, but you can customize these times or turn off calling altogether.

Select the appropriate district and click **Edit** at the bottom of the column of the applicable day.

🔗 **Additional Resources**: **Creating a Multi-District PIN**

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 district list which you are currently associated. Click the **Add a district** button to include an additional district.

> 💡 The "Merge Frontline Accounts" option pertains to users whose districts have **upgraded to the Frontline Insights Platform** and would only apply if you accidentally created two Frontline accounts and needed to merge them into one.
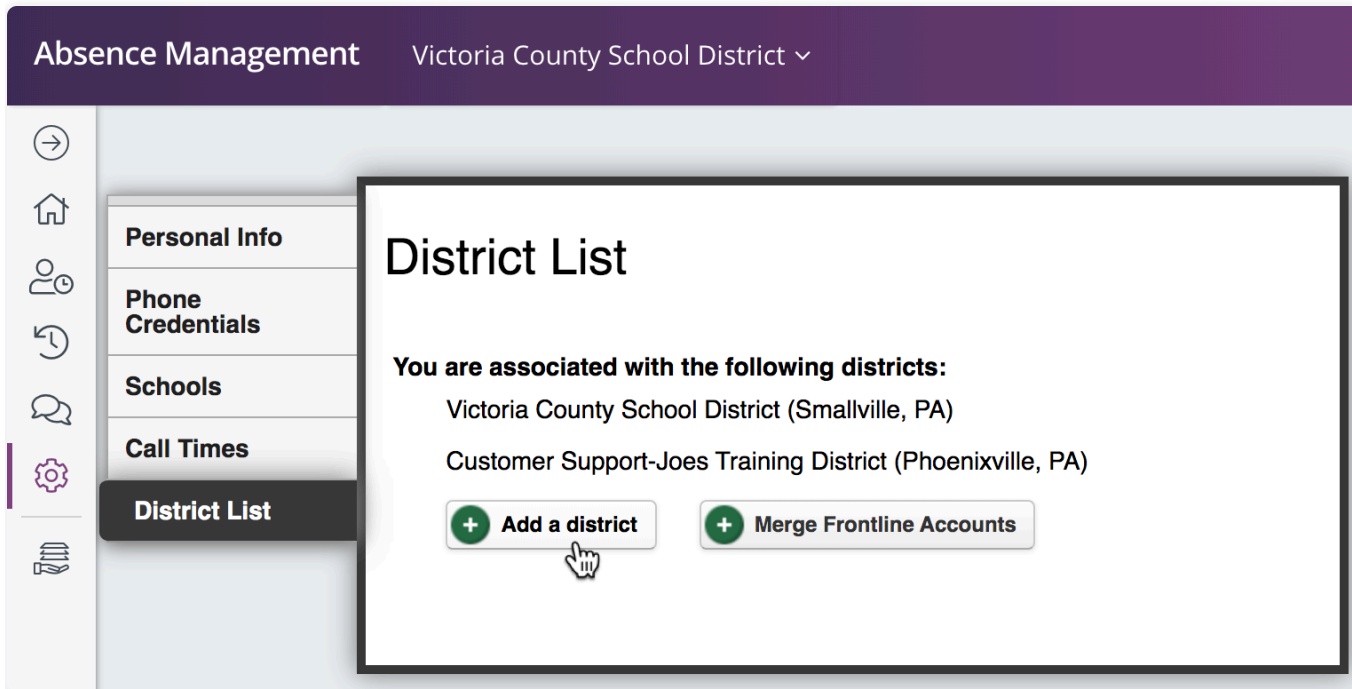
Once the "Add a district" option is selected, the system will prompt you to enter the login ID and PIN provided for that district. Enter the information and click **Add**.
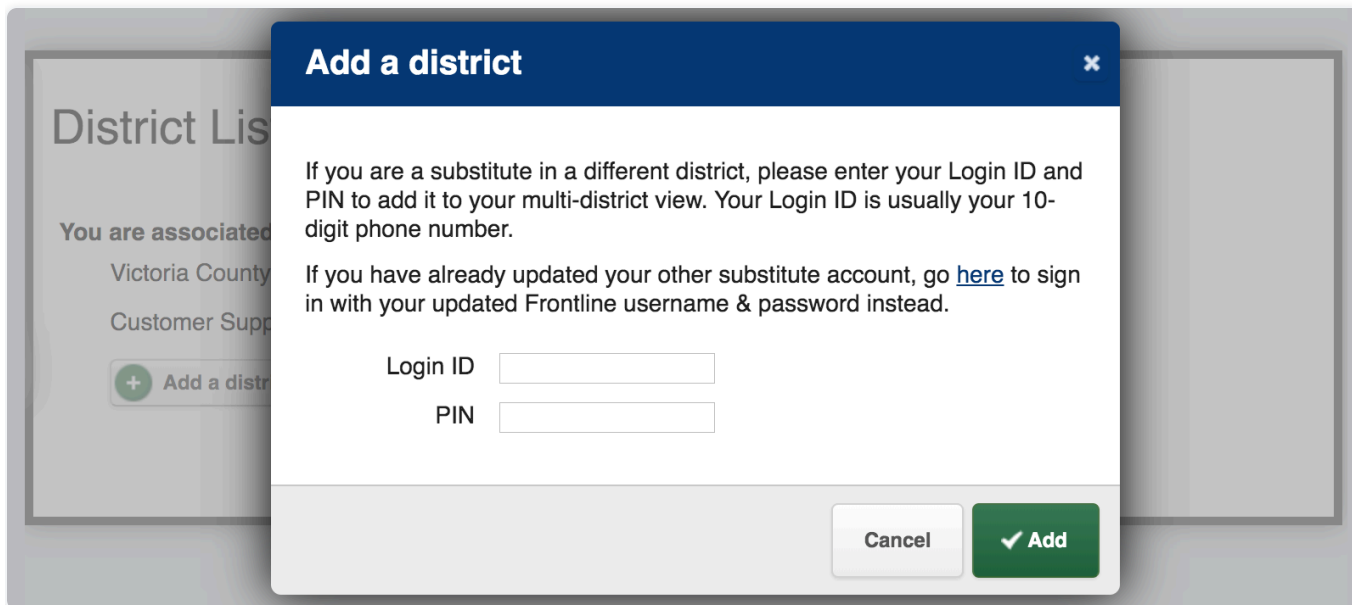
Once completed, you can collectively view the information for that district as well!

> 💡 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.

⬆ Return to Top