

Using Absence Management as a Multi-District Sub

absence-help.frontlineeducation.com/hc/en-us/articles/115003266227-Using-Absence-Management-as-a-Multi-District-Sub

This guide is designed to give more information about the multiple-district substitute functionality in absence management. This will enable you to access the system with a single PIN of your choice and will also allow you to manage your schedule across the various districts you work with.

The system recognizes you as a multiple district substitute by matching your first name, last name, and phone number. If the system detects matching information for you in more than one district using absence management, you will be considered a multiple-district substitute. You may also add districts that you have already signed up for that are not automatically detected.

If you have been recognized as a substitute that works in multiple districts, you will see a message prompting you to create a 6-digit Multi-District PIN number. Click [here](#) to learn more about creating a multi-district PIN.

Searching for Jobs

When you log into absence management using your 6 digit multi-district PIN, you will see jobs from all of your districts in the "Available Jobs" tab. The location will now show not only the name of the specific school but also the name of the school district the job is at.

The screenshot displays a calendar at the top with dates from 13 to 31. Below the calendar is a navigation bar with four tabs: "2 Available Jobs", "3 Scheduled Jobs", "0 Past Jobs", and "0 Non Work Days". The "Available Jobs" tab is active, showing a table of job listings. The table has columns for Date, Time, Duration, Location, and Filter. Two jobs are listed:

Date	Time	Duration	Location	Filter
Kane, Eric Custodian				Reject See Details
Wed. 5/14/2014 - Fri. 5/16/2014	7:00 AM - 3:00 PM	1 Full Day	Gallifrey Public Schools Meridian High School	Reject See Details
Fox, Larry Spanish				Reject Accept
Tue. 6/10/2014	8:00 AM - 3:00 PM	1 Full Day	Skaro Independent School District 14 SL Middle school	Reject See Details

You can filter the search results according to school district by using the filter button at the top right corner.

Managing Preferences

Under the "Preferences" tab, you will have the option to manage your personal information, PIN, preferred schools, call times, and more.

DS 0 Non Work Days

Filter

Select Districts to Show

District	Select
Skaro Independent School District 14	<input type="checkbox"/>
Gallifrey Public Schools	<input checked="" type="checkbox"/>

Save

Personal Info

Change Pin

Schools

Call Times

District List

Matthew Smith

Turn Off All Calling

You may edit information only for districts that allow editing, and changes to a particular field will apply only to those districts that allow editing of that field.

Name	Phone	Email Address	Address
Skaro Independent School District 14			
Matthew Smith	(555) 777-9999		Edit
Gallifrey Public Schools			
Matthew Smith	(555) 777-9999		Edit

Turn Off Calling

To change your personal information, click the **Edit** button for the district you want to change your personal info for. Once in edit mode, you will be able to choose to apply any changes to just the one district or to all districts.

Edit Personal Info ✕

First Name <input type="text" value="Matthew"/>	Street <input type="text"/>
Last Name <input type="text" value="Smith"/>	Street 2 <input type="text"/>
Phone <input type="text" value="5557779999"/>	Street 3 <input type="text"/>
Email Address <input type="text" value="msmith@email.com"/>	Street 4 <input type="text"/>
Confirm Email <input type="text" value="msmith@email.com"/>	City <input type="text"/>
Language <input style="border: 1px solid #ccc;" type="text" value="English"/>	State <input type="text"/>
	Zip Code <input type="text"/>

When changing things like your Call Times and Preferred Schools, you will be given the option of which district you want to make these changes for.

- Personal Info
- Change Pin
- Schools
- Call Times
- District List

Call Times

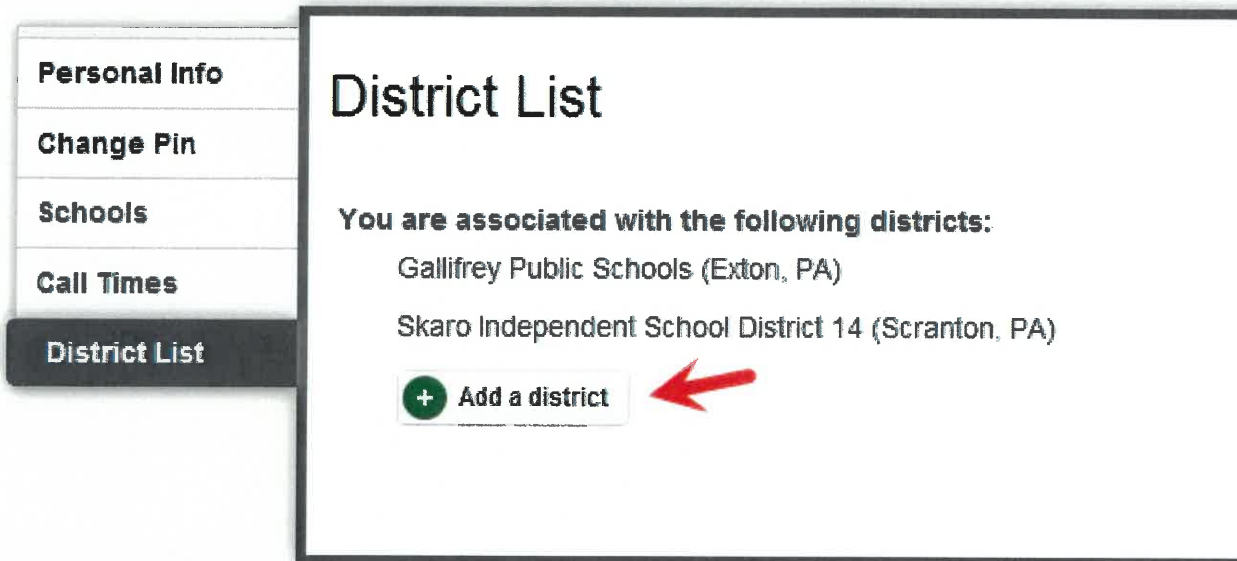
✕ Turn Off All Calling

Select one of your districts to view your Call Times

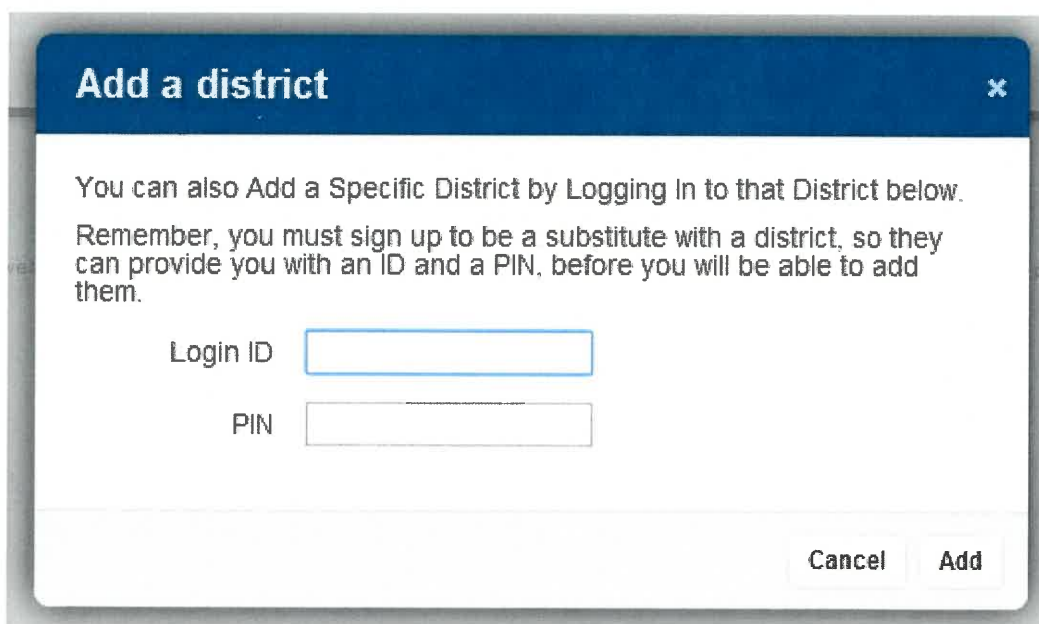
- Gallifrey Public Schools
- Skaro Independent School District 14

Adding a New District

Occasionally, you might encounter a situation where a district that you have signed up with is not automatically showing 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 enter the ID and PIN for the district you would like to add manually. To do this click the **District List** option under the "Preferences" tab.



This will open up the list of districts you are already associated with. Click the **Add a district** button to add a district that is not in the list. Once you've clicked the **Add a district** button, you will be asked to log in with the Login ID and PIN you were provided by the district.



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