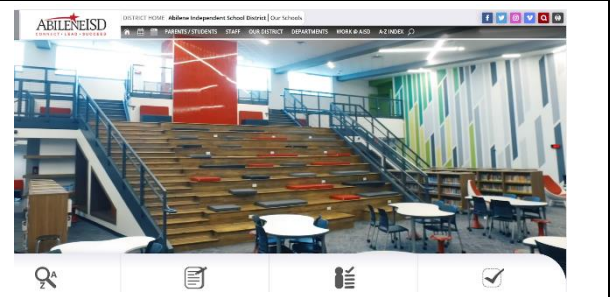
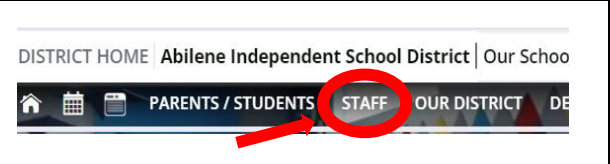


How to accept a substitute job in Frontline

Open the Abilene ISD website:
www.abileneisd.org



Click on “**Staff**” at the top of the page on the toolbar.



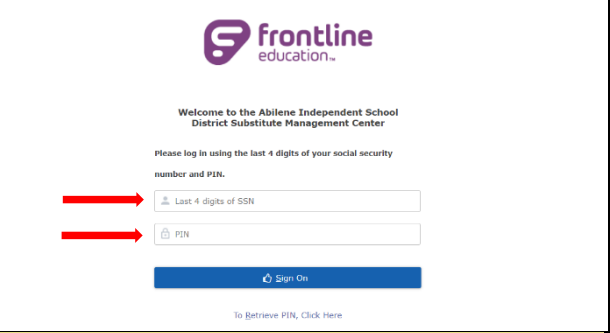
Click on “**frontline education SUB**” on the right side of the screen.



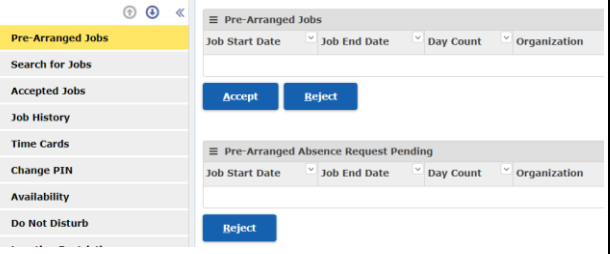
Click on the red link that is under the heading “**Substitute FRONTLINE Login**”.

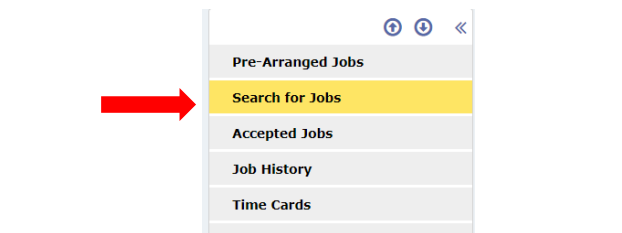
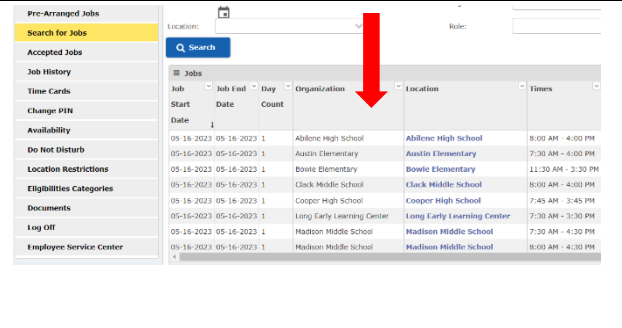
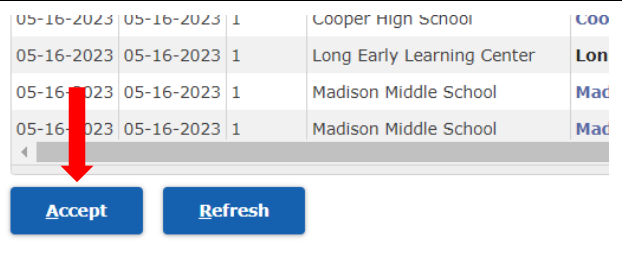

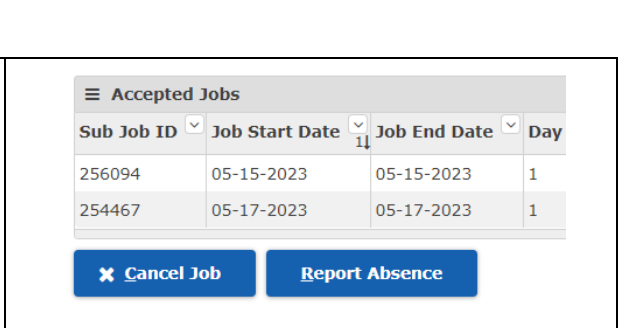


Log in using the last 4 digits of your **social security number** and **PIN**.



Your dashboard will first show “**Pre-Arranged Jobs**”. Jobs that you have accepted or rejected.



<p>Click on “Search for Jobs” to see what sub jobs are available to you.</p>	
<p>After clicking on “Search for Jobs” you will see a list of available sub jobs that you may choose from. When you find a job you want click on that job to highlight it.</p>	
<p>Click on the “Accept” button at the bottom of the page to accept the job.</p>	
<p>Click on “Accepted Jobs” to see the upcoming substitute jobs you have accepted.</p>	
<p>On the Accepted Jobs screen you can cancel a sub job you have accepted. Click on “Cancel Job” at the bottom of the screen.</p>	

<p>After clicking “Cancel Job” you will need to select a reason from the drop-down menu and then click on “OK”.</p>	