

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.	DISTRICT HOME Abilene Independent School District Our Schoo
Click on "frontline education SUB" on the right side of the screen.	P frontline education SUB
Click on the red link that is under the heading " Substitute FRONTLINE Login ".	Substitute FRONTLINE Self-Serve • Substitute FRONTLINE Login Computer based entry. https://abileneisd.erp.frontlineeducation.com/employee/substitute/selfserve.do
Log in using the last 4 digits of your social security number and PIN .	Event of the Abilene Independent School District Substitute Management Center Hease log In using the last 4 digits of your social security number and PRI. Last 4 digits of SSN PIN Connect Strict Substitute PRIN, Clack Here
Your dashboard will first show " Pre-Arranged Jobs ". Jobs that you have accepted or rejected.	Image: Search for Jobs Image: Pre-Arranged Jobs Search for Jobs Job Start Date □ Job End Date □ Day Count □ Organization Accepted Jobs Accept Job History Image: Pre-Arranged Absence Request Pending Change PIN Job Start Date □ Job End Date □ Day Count □ Organization Availability Reject Do Not Disturb Reject



Click on "Secret for Johe" to		ľ		1	
Click of Search for Jobs to			0	● ● 《	
see what sub jobs are available		Pre-Arr	anged Jobs		
to you		Search	for Jobs		
		Accepte	d Jobs		
		Job His	tory		
		Time Ca	ards		
After eligible on "Coerch for	Pre-Arranged Jobs	,ä			
Alter clicking on Search for	Search for Jobs	Q Search	~	Role:	
Johs " you will see a list of	Job History	≡ Jobs			
	Time Cards	Job — Job End — Day Start Date Count	Organization	Location	" Times "
available subs jobs that you	Change PIN Availability	Date 1			
	Do Not Disturb	05-16-2023 05-16-2023 1 05-16-2023 05-16-2023 1	Abilene High School Austin Elementary	Abilene High School Austin Elementary	8:00 AM - 4:00 PM 7:30 AM - 4:00 PM
may choose from. When you	Location Restrictions	05-16-2023 05-16-2023 1 05-16-2023 05-16-2023 1	Bowle Elementary Clack Middle School	Bowle Elementary Clack Middle School	11:30 AM - 3:30 PM 8:00 AM - 4:00 PM
find a tak way want altak an that	Documents	05-16-2023 05-16-2023 1	Cooper High School	Cooper High School	7:45 AM - 3:45 PM
Tind a job you want click on that	Log Off	05-16-2023 05-16-2023 1	Madison Middle School	Nadison Middle School	7:30 AM - 4:30 PM
ich to highlight it	Employee Service Center	4	Madison Middle School	Madison Middle School	8:00 AM - 4:30 PM
Click on the " Accept " button at	05-16-2023 05-	16-2023 1	Cooper HI	gn School	000
the bettom of the page to accept	05-16-2023 05-	16-2023 1	Long Early	/ Learning Cent	er Lon
the bollom of the page to accept	05-16-023 05-	16-2023 1	Madison M	1iddle School	Mad
the job.	05-16-023 05-	16-2023 1	Madison M	1iddle School	Mac
	<u>A</u> ccept	<u>R</u> efresh			
Olicher "Accepted tobe" to					
Click on "Accepted Jobs" to				\bullet	"
see the upcoming substitute jobs you have accepted.	Pre-Arranged Jobs				
	Search for Jobs				
		Accepted	Jobs		

On the Accepted Jobs screen				
you can cancel a sub job you	Sub Job ID $\stackrel{\smile}{\simeq}$ Job Start Date $\stackrel{\smile}{\stackrel{\frown}{1\downarrow}}$ Job End Date $\stackrel{\smile}{\simeq}$ Day			
have accepted. Click on	256094 05-15-2023 05-15-2023 1			
"Cancel Job" at the bottom of	254467 05-17-2023 05-17-2023 1			
the screen.	★ <u>C</u> ancel Job <u>R</u> eport Absence			



After clicking " Cancel Job " you will need to select a reason from the drop-down menu and then click on " OK ".	