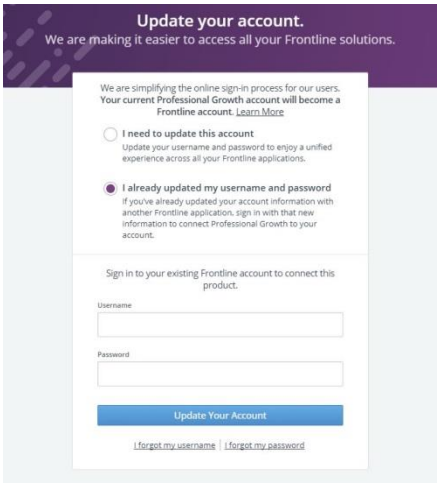
# New Frontline Professional Development System

## First time User: (You will only do these steps the first time)

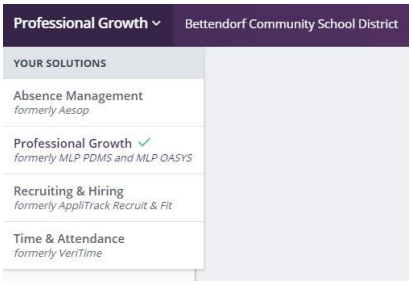
1. Go to **signin.frontlineeducation.com**
2. Click **Sign In** under PD & Evaluation
3. Username is Email address
4. Password is **changeme** (all lower case)
5. This screen will appear:



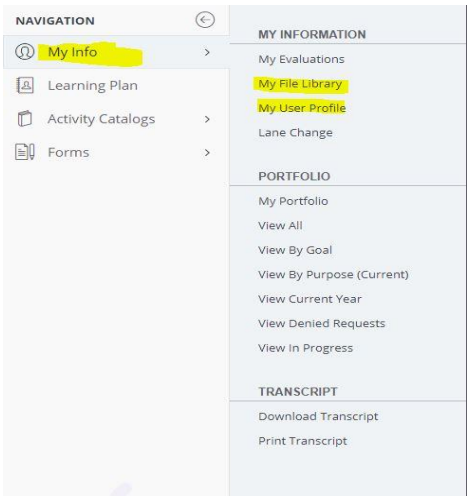

6. Click I already updated my username and password
7. Sign in with your AESOP account information (this is the new username and password you created when you merged accounts)
    a. If you have forgotten your username or password, please try to use the "I forgot links" at the bottom.
    b. If you still cannot access your site, please contact Human Resources
8. IF YOU GET AN ERROR MESSAGE STATING THAT YOU DO NOT HAVE THE PROPER CREDENTIALS, PLEASE CONTACT HEATHER STOCKING AND A NEW INVITATION WILL BE SENT TO YOU
9. Once logged in, a new screen will appear. Click Continue to Professional Growth
10. From now on, you will log in to PD and AESOP using your Username and Password from step 7.

## After Logging In:

1. You will now be able to toggle between your systems (Currently AESOP and PD for teachers)



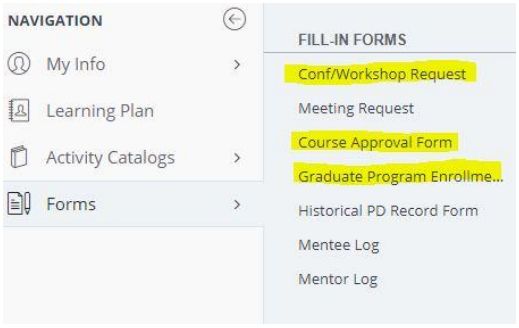

2. Click on My Info. There will be lots of tabs here that you can click through but to start we will focus on My File Library and My User Profile




3. Click My File Library
    a. This is where you will upload agendas and supporting documentation for a conference. You can upload .doc, pdf, jpeg formats. Please upload the agenda or document BEFORE starting your PD request form
    b. **DO NOT DELETE** or **ARCHIVE ANY DOCUMENTS!!!** These are associated with other forms.
    c. Title your form with an easy to access title (Conference2017, ICLC2017) This will make it easier to find in your PD form
4. Click on My User Profile
    a. Change Approval Status Changes from No to Yes (this will inform you when your PD has been approved

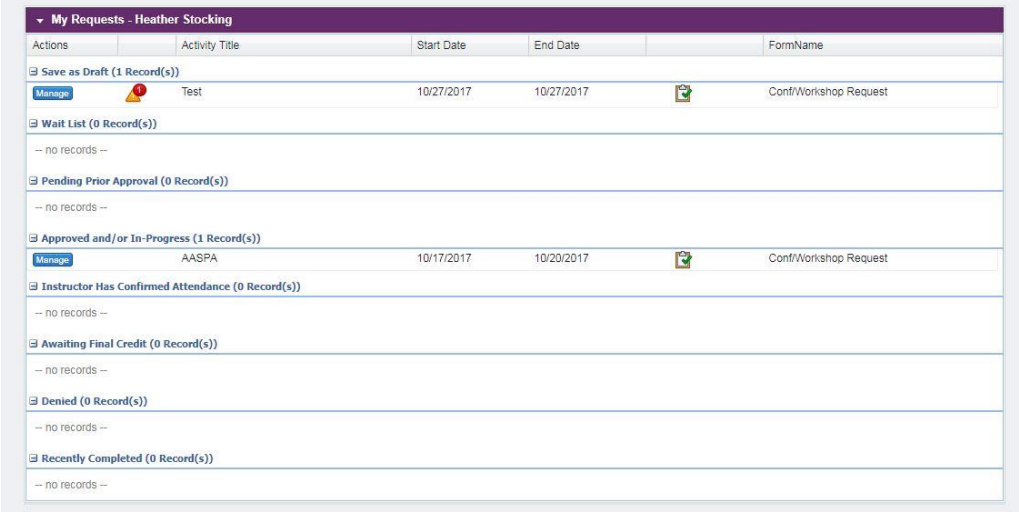
b. Make sure your building and your grade level is checked and correct
c. Click save

5. Click on FORMS on the left side of the screen
    a. There are a number of forms you can browse through but we will be using these 3 the most to start with (Conf/Workshop Request, Course Approval, Graduate Program)




6. Click on Conf/Workshop Request
7. Fill out form:
    a. Conference Title
    b. Description of Activity
    c. Documentation URL – You can add website for administrator to review
    d. Total hours - # of hours if using for inservice credits
    e. # of Meetings
        i. If the conference is multiple dates, choose # of days that you will be gone. Can also use this for reoccurring meetings that happen multiple times a year
    f. Start and End time of the PD/Conference
    g. Location – City and State of PD/Conference
    h. Sub Needed – YES/NO
        i. Even if no subbed needed, must mark NO and FULL DAY
    i. Location of Absence
        i. Will default to your home building, if you are at different buildings you can choose that here
    j. Provider
        i. If not on list, choose NOT ON LIST and enter below
        ii. Example, Grant Wood AEA, Western Illinois, etc
    k. Estimated expenses
        i. If entering for multiple dates, enter the cost combined for ALL events
    l. If no cost, enter 0 (every box must have a number)
    m. Total Cost – enter total for all days
    n. Goals and Objectives – Check all that apply

o. Purpose - Check all that apply
p. State Standards - Check all that apply
q. Supporting Documentation
    i. This is where the document will appear that you have saved in your File Library. Click in the box of the appropriate documentation
r. If all information is entered and accurate Click SUBMIT
    i. This will send the form to your building principal
s. If you need to update information or add your file Click SAVE AS DRAFT
    i. This will place your form in your My Learning Place tab under drafts




    ii. Click Manage
    iii. Click Edit/Submit form – you will now be able to finish submitting your form
t. Once form has been approved by your principal and Mr. Raso:
    i. The system will be automatically enter your PD leave in AESOP
    ii. The form will move to the Approved and/or In Progress section