

Using Frontline 2023-2024 QuickGuide

for CISD **Substitutes**

CONROE ISD SUBSTITUTE OFFICE

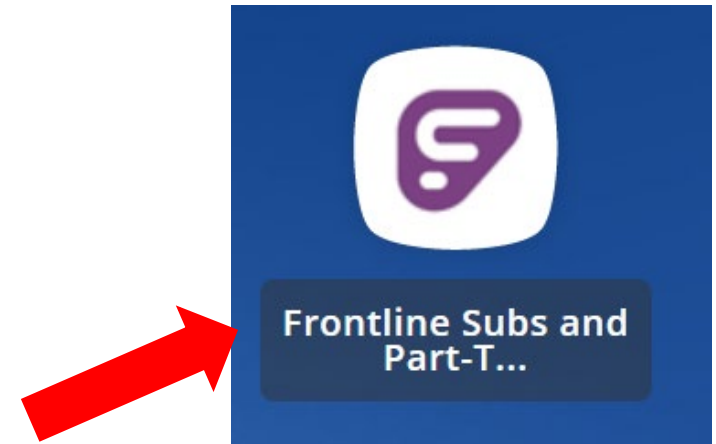
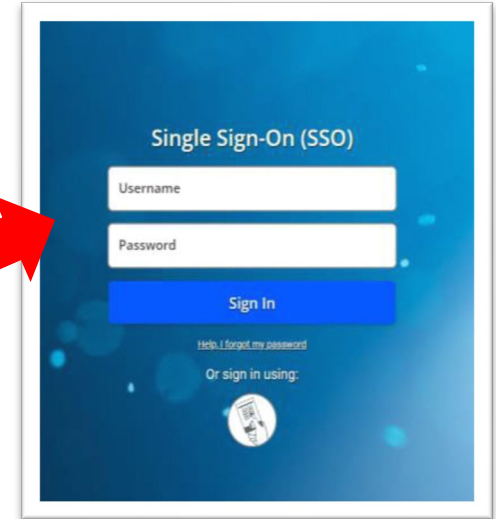
Frontline Procedures

SSO for Conroe ISD Frontline Access

Conroe ISD uses a single sign-on (SSO) login for access.

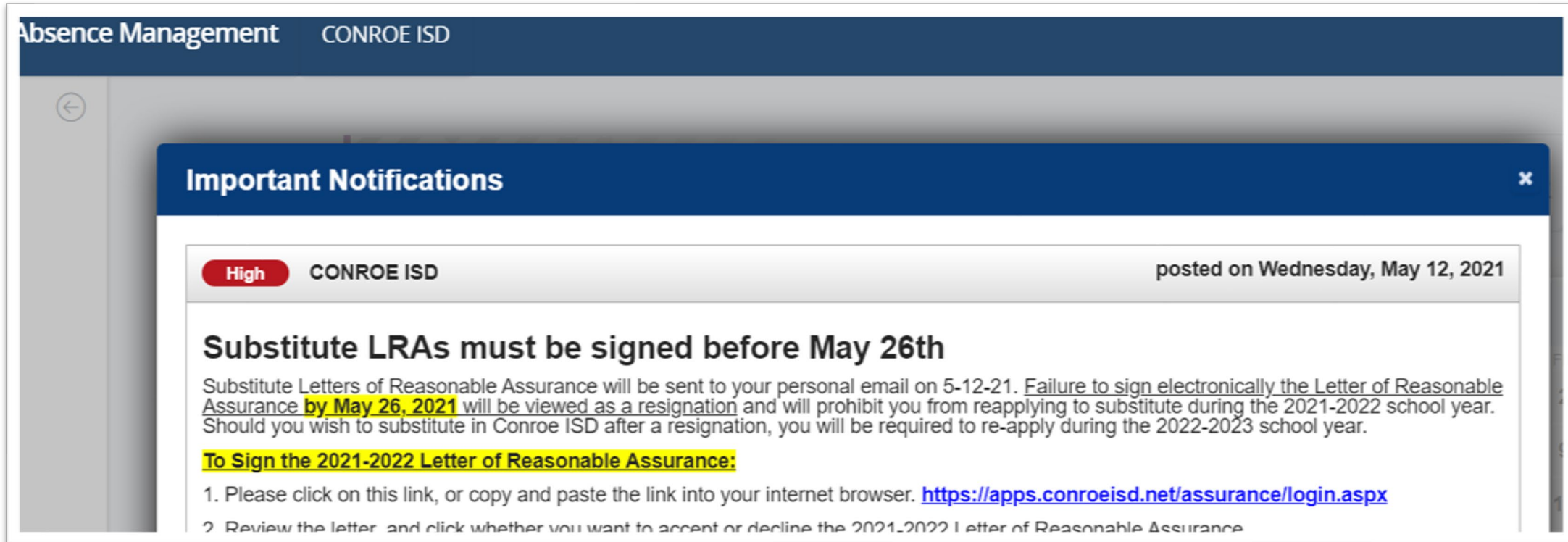
This is a secure connection – use with caution and protect yourself!

- **Substitutes:** For security, access Frontline ONLY through a secure connection and only via the SSO.
- Log into the SSO with your Cisd login.
 - Username (assigned by district)
 - Password (created by you)
- Login to **Frontline Subs and Part-Time** App
 - Add this app to your favorites!



Frontline Procedures

Web Alerts will pop-up with important information for you to review.



The screenshot shows a web alert interface. At the top, a dark blue header bar contains the text "Absence Management" and "CONROE ISD". Below this, a blue notification box with a close button (x) is titled "Important Notifications". Inside this box, a white alert card is displayed. The card has a red "High" status tag and "CONROE ISD" as the sender. The date "posted on Wednesday, May 12, 2021" is in the top right corner of the card. The main heading of the alert is "Substitute LRAs must be signed before May 26th". The body text states: "Substitute Letters of Reasonable Assurance will be sent to your personal email on 5-12-21. Failure to sign electronically the Letter of Reasonable Assurance by May 26, 2021 will be viewed as a resignation and will prohibit you from reapplying to substitute during the 2021-2022 school year. Should you wish to substitute in Conroe ISD after a resignation, you will be required to re-apply during the 2022-2023 school year." A yellow highlighted section titled "To Sign the 2021-2022 Letter of Reasonable Assurance:" follows. It contains two numbered steps: 1. Please click on this link, or copy and paste the link into your internet browser. <https://apps.conroeisd.net/assurance/login.aspx> 2. Review the letter and click whether you want to accept or decline the 2021-2022 Letter of Reasonable Assurance.

Absence Management CONROE ISD

←

Important Notifications x

High CONROE ISD posted on Wednesday, May 12, 2021

Substitute LRAs must be signed before May 26th

Substitute Letters of Reasonable Assurance will be sent to your personal email on 5-12-21. Failure to sign electronically the Letter of Reasonable Assurance by May 26, 2021 will be viewed as a resignation and will prohibit you from reapplying to substitute during the 2021-2022 school year. Should you wish to substitute in Conroe ISD after a resignation, you will be required to re-apply during the 2022-2023 school year.

To Sign the 2021-2022 Letter of Reasonable Assurance:

1. Please click on this link, or copy and paste the link into your internet browser. <https://apps.conroeisd.net/assurance/login.aspx>
2. Review the letter and click whether you want to accept or decline the 2021-2022 Letter of Reasonable Assurance

Frontline Procedures

The Substitute dashboard shows the three month calendar, navigation bar and the **AVAILABLE JOBS** tabs.

NAVIGATION

- Home
- Available Jobs
- History
- Feedback
- Preferences

Introducing a new, **FREE** way to find jobs on your phone! [Learn More](#)

May 2021

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

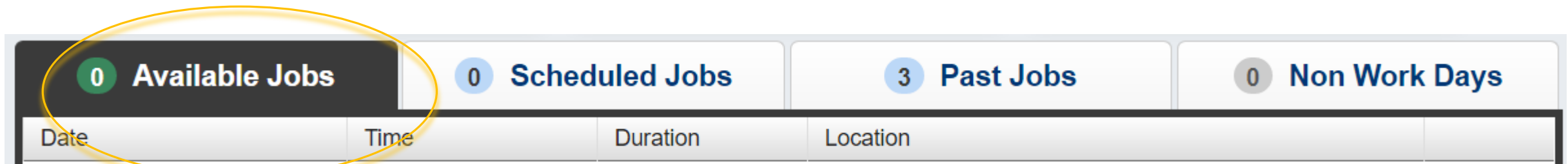
0 Available Jobs **0 Scheduled Jobs** **3 Past Jobs** **0 Non Work Days**

Date Time Duration Location

Frontline Procedures

AVAILABLE JOBS

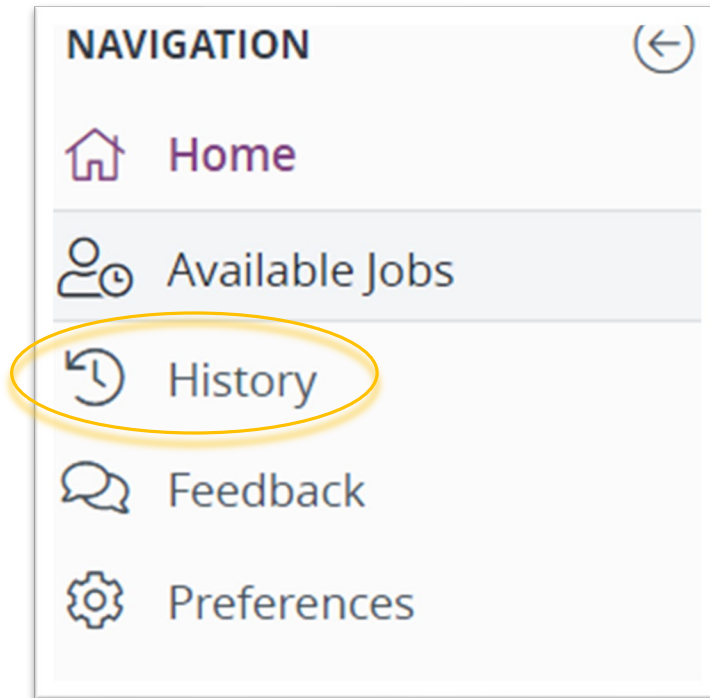
- You can select from available assignments on the **Available Jobs** tab.
 - Paraprofessional subs will only see para jobs; certified substitutes will only see teacher jobs.
 - Non-Certified Substitutes will see both teaching and paraprofessional jobs; you are paid by the job TYPE that you choose. (i.e. Paraprofessional rate for para jobs, teacher rate for teacher jobs)
 - You only need to **ACCEPT** jobs – you do not need to reject jobs UNLESS you have been assigned to a job you do not want to work. Be careful – once you reject a job you cannot go back and accept later.



The screenshot shows a software interface with four tabs: 'Available Jobs', 'Scheduled Jobs', 'Past Jobs', and 'Non Work Days'. The 'Available Jobs' tab is highlighted with a yellow circle. Below the tabs is a table with columns: Date, Time, Duration, Location, and an empty column.

Available Jobs				
0	0	3	0	
Date	Time	Duration	Location	

Frontline Procedures

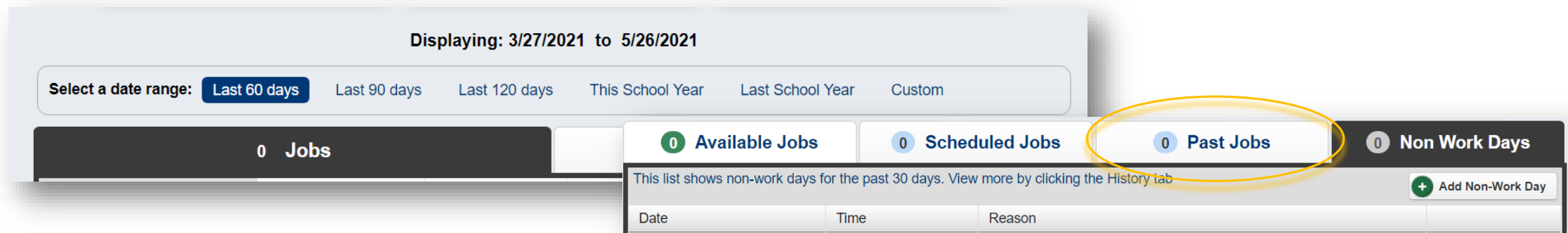


The **NAVIGATION** bar gives you tools to track your jobs worked history.

- You can view jobs worked that have been processed by Payroll.
- See the payroll schedule to see when pay dates are for pay periods.

Jobs not in “History” have not yet been processed, and should be under your “Past Jobs” tab on the main dashboard.

- If a job is missing from these lists, please contact the campus where you worked FIRST. They need to verify that you worked, and can contact us to correct the issue if they cannot.

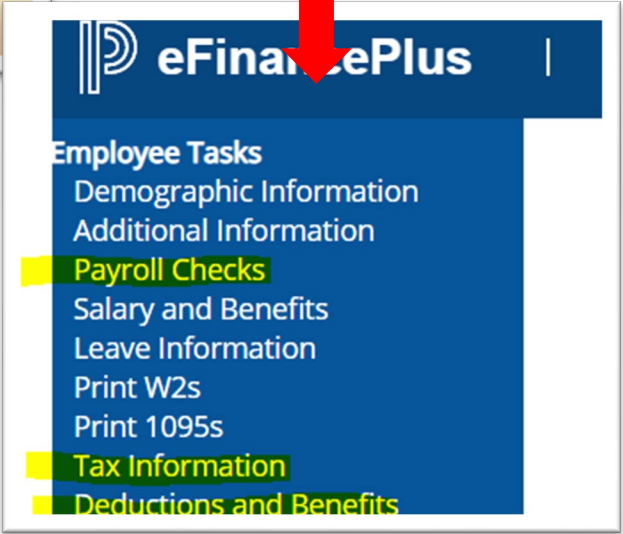
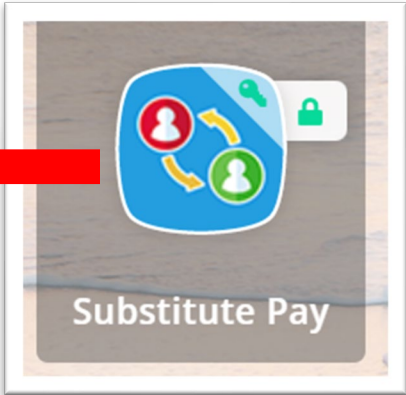
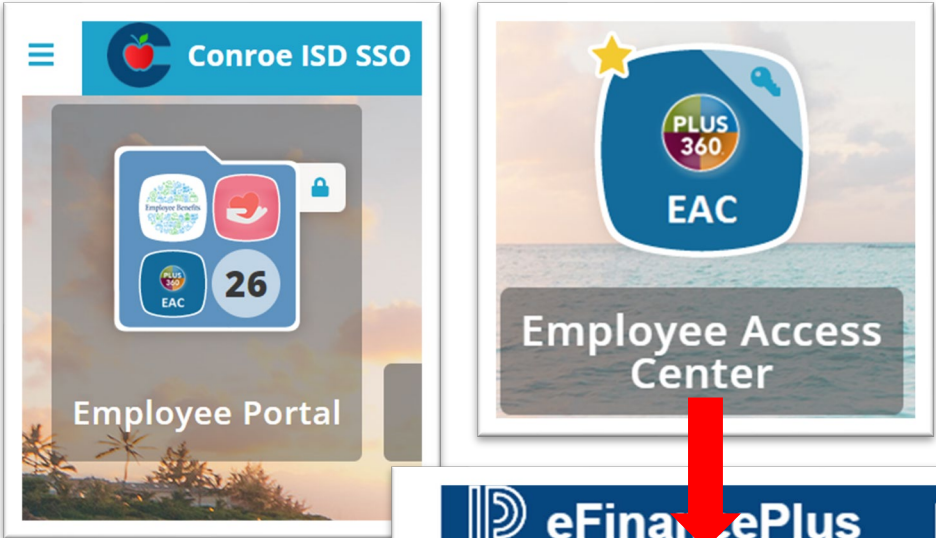


Frontline Procedures

Paycheck and Tax Information

You can also access the **Employee Access Center** via the Conroe ISD SSO portal to see paycheck and tax information – use the same username/password combination that you use for email and District computer access. Access the SSO through the CISD website, or directly through: sso.conroeisd.net.

The Substitute Pay app is available on the SSO as well. This shows the specific rate paid for days you worked.



Sub Pay History						
EIN #####						
Sub Begin	Sub End	Payroll Date	Sub For	Days	Daily Rate	Amount
4/22/2021	4/22/2021	5/14/2021	Doe, Jane	1.000	95.00	95.00
4/23/2021	4/23/2021	5/14/2021	Doe, Jane	1.000	105.00	105.00
Total:						200

Closure & Weather Days

Closure or Weather Days

- If Conroe ISD cancels for the day due to inclement weather or other events, the day will be closed in the system at the DISTRICT level.
 - Please **do not delete** any assignments you have picked up. When the District closes the day on the calendar, all assignments will close and subs will automatically be removed from those assignments.
 - For approved **long-term** substitutes, the absence should remain in the system.



FAQs and Common Sub Issues

How do I login to computers on campus?

- Use the same username and password as you use to login to the SSO.

I can't login to the SSO/EAC/Outlook, etc.

- Contact the Help Desk for any SSO issues [help@conroeisd.net]

I don't think I was paid correctly.

- Visit the [Verifying Days Worked and Sub Pay](#) guide on the [Substitute website](#).

I worked at a campus but I don't see the day(s) worked in either my past jobs or history in Frontline. What do I need to do to get paid?

- Contact the campus first to be sure your dates were added correctly in the system.

I worked last week and still have not been paid!

- View the payroll schedule on the [Substitute website](#) to see when you will get paid.

I can't access Frontline.

- Email us at substitutes@conroeisd.net so we can send a password reset if needed.

I can't make an assignment – what do I do?

- Be sure to cancel your job in Frontline, and contact the campus ASAP to let them know if you are cancelling within 24 hours.

A teacher wants me to work but can't find me in the system.

- Be sure to add that school to your list of preferred schools in your Frontline dashboard.
- Leave a business card or send a follow-up email so teachers know how to reach you.

Visit the Helpful Resources section of the [Substitute webpage](#) for information on using Frontline, guides for viewing days worked and pay, etc. A full list of areas covered is listed to the right.

Helpful Resources

Below are some helpful resources for Substitutes; select from the list on the left.

Substitute Orientations

**CISD QuickGuides and
Frontline ShortCuts**

**Pay Related: Paychecks,
W2 Info, Direct Deposit**

**TRS Retiree (Surcharge
Sub) Info**

Technology

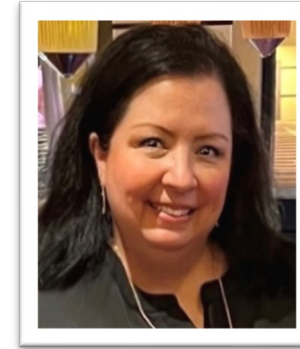
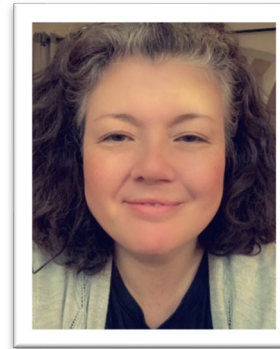
Classroom Management

Benefits Information

Vector Solutions Help

Thank you from the Substitute Office

Laurene Wistner, Substitute Manager
Jennifer Picazo, Substitute Specialist
Michelle Lindley, Substitute Specialist



Monday – Friday: 8:00 a.m. – 4:30 p.m.
substitutes@conroeisd.net