Creating a Multi-District PIN

If you work at multiple districts, you can create a multi-district PIN for collective access to different system features (e.g., kiosk clock-in, etc).

If your district has upgraded to the Insights Platform, you will use a Frontline ID account to log in and collectively view your multiple districts. If this scenario applies, you will only need your multi-district PIN to access jobs over the phone, to log in to your Jobulator account, and/or to clock in at a kiosk (if your district uses the Time and Attendance system). See Substitute Login Credentials (https://absencehelp.frontlineeducation.com/hc/en-us/articles/360000913468) to learn more.

Creating the PIN

Once you sign in, the system will recognize that you work in different districts, and it should issue a prompt to create a multi-district PIN. *Please contact your System Administrator if you do not see this pop-up message.

The prompt will indicate that you belong to multiple districts and provide the option to create a multi-district pin. Click the "**Create multiple district pin**" button to proceed.

Absence Management Victoria County School District ~ ⑦ Meloc Su								lody Subs	Pond titute	~ Q					
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On the new page that appears, simply type your new six-digit numeric PIN, enter it again in the confirmation box, and click **Create** once you are finished.

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You can use this PIN number along with your ID number to access the system for any of your districts, and you can also use it when you receive a call from the system, regardless of the district for which the job is available.

Adding Districts

After you create your multi-district PIN, the system will prompt you to add the district(s) you are associated with to your district list. Click **Add** to include a district.

Once complete, click **Add a different district**, as needed, to associate yourself with additional districts.

You can access your "District List" section (within "Preferences") at any time to manage your district affiliations.

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₫1		You are associated with the following districts: Victoria County School District (West Chester, PA)

