

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).

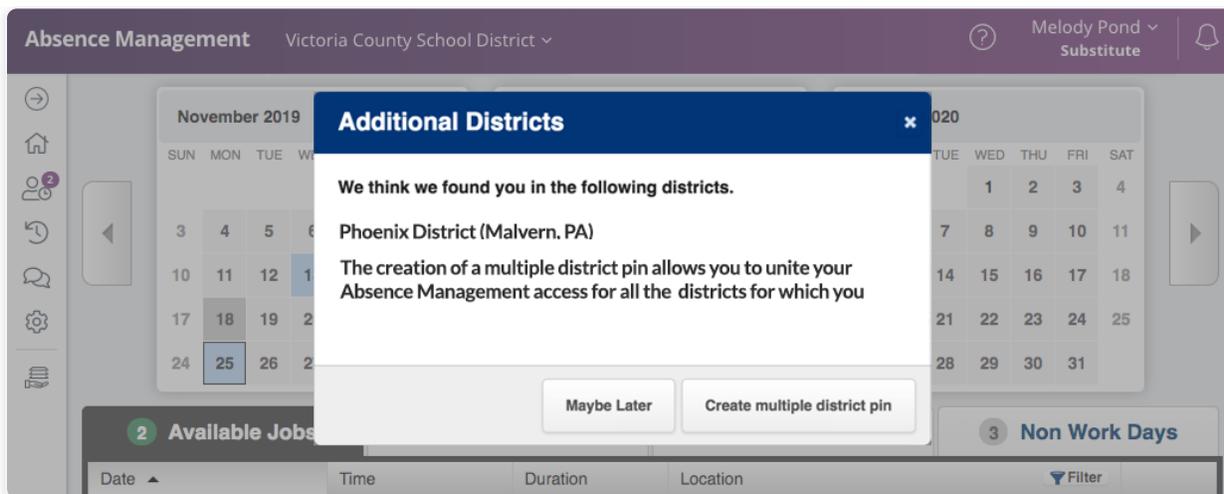


If your district has upgraded to the Insights Platform, you will use a Frontline ID account to log in and collectively view your multiple districts. If this scenario applies, you will only need your multi-district PIN to access jobs over the phone, to log in to your Jobulator account, and/or to clock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

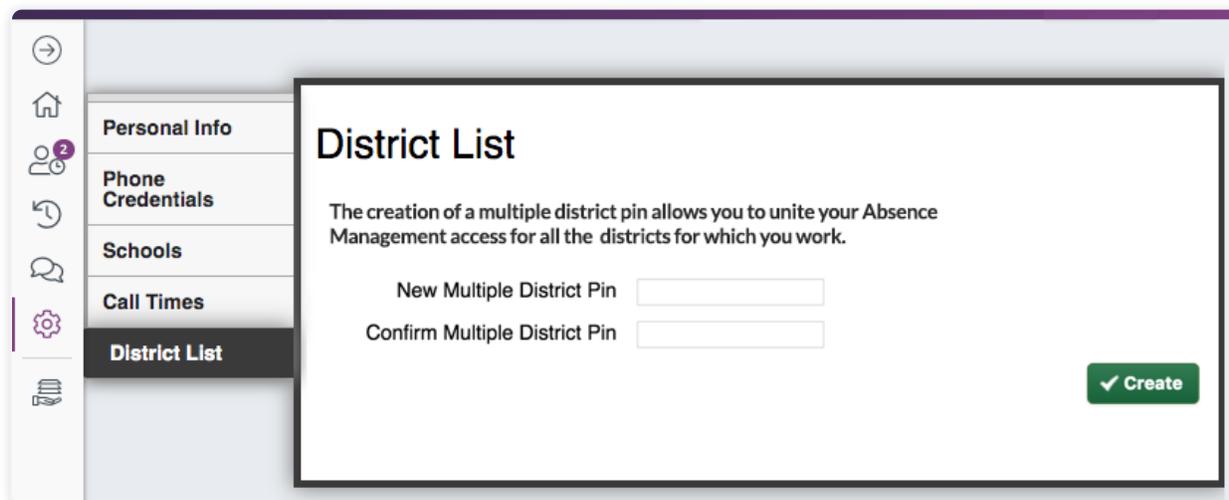
Creating the PIN

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.



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.



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.

