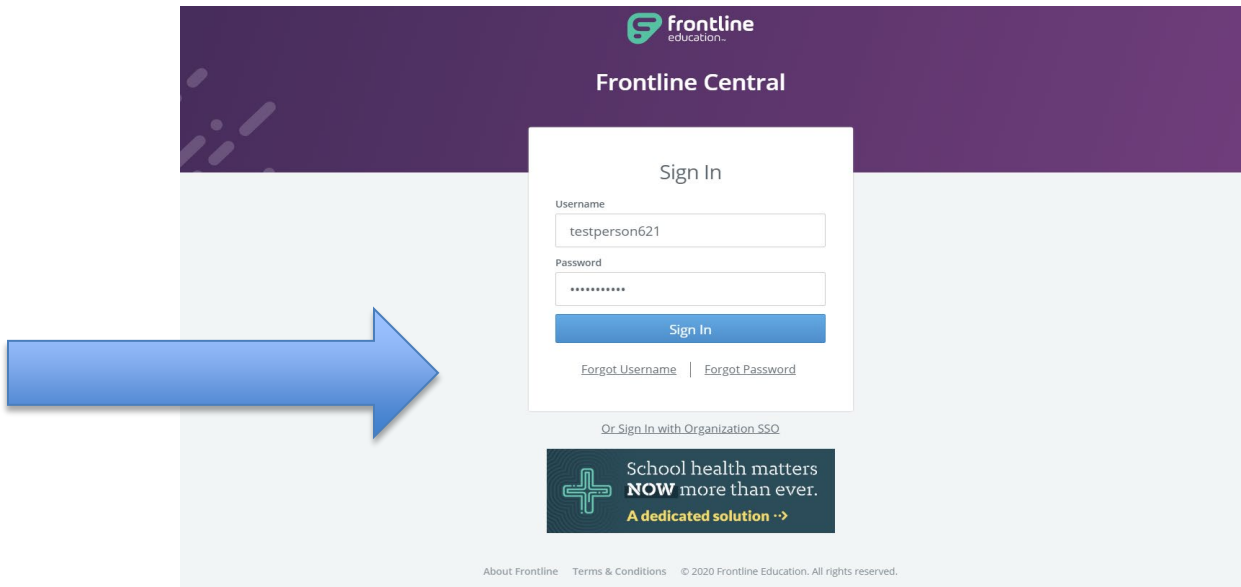
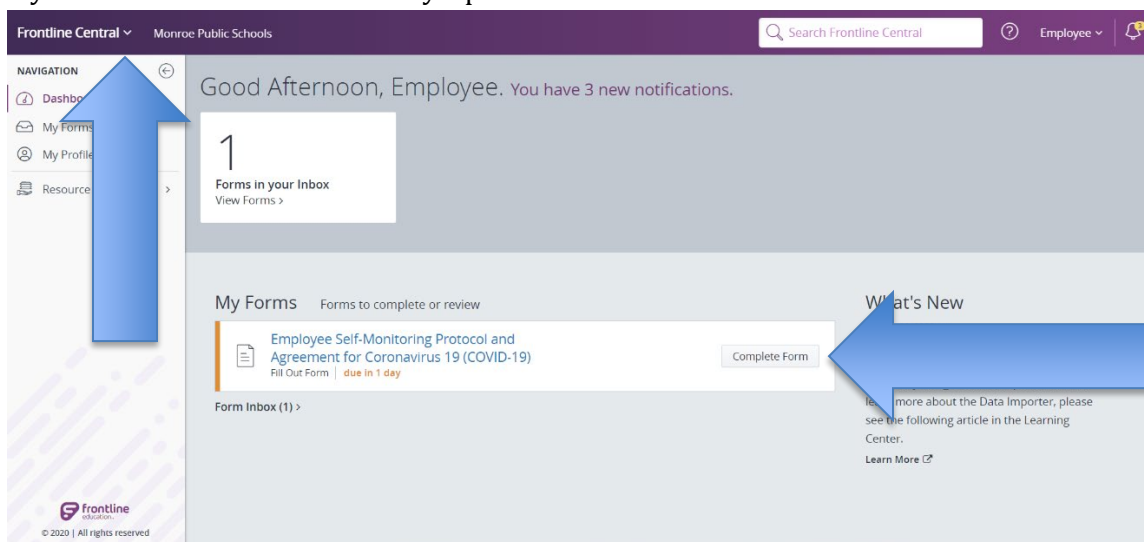


Frontline Central Form Instructions

1. Go to the website for [Frontline Central](#). You can also use the link to log into Frontline Professional Growth (the site used for your evaluations). If you already have an account, you can log in using your username and password. Use the links on the sign-in page if you have forgotten either, and an email will be sent to you with the information.
2. If you do not already have an account, you will receive an invitation from Frontline Education to create an account. You need to click on the link in the email to create an account.



3. Once you have logged in, you will see the following page. If you do not, click on the down arrow in the top left corner to select Frontline Central.
4. Your dashboard will be the first thing you see, and it will have any forms that have been sent to you for completion.
5. Click on COMPLETE FORM to fill out the forms. Clicking on the hyperlink with the name of the form will not allow you to fill out the form. It is only a preview.



Frontline Central Form Instructions

- Once you have the form open, you will see a web version of it along with any attachments on the right.
- If you need to come back to the form for any reason, be sure to click save progress to save your work.

The screenshot shows the 'Frontline Central' interface. At the top right, there are buttons for 'Print Form' and 'Save Progress', with a blue arrow pointing to 'Save Progress'. Below the header, the form title is 'Employee Self-Monitoring Protocol and Agreement for Coronavirus 19 (COVID-19)', with a 'Web Form' button and a 'PDF Overlay' button. The main content area is titled 'Workflow Step 1' and contains the following text:

MONROE PUBLIC SCHOOLS
Employee/Volunteer Self-Monitoring Protocol and Agreement
For Coronavirus 19 (COVID-19)

Due to the Coronavirus 19 (COVID-19) outbreak, Monroe Public Schools with the County Of Monroe has adopted a COVID-19 Preparedness and Response Plan which includes procedures to prevent workers from entering county facilities if they display symptoms of COVID-19 or have had contact with a person who is known or suspected to have COVID-19.

All Monroe Public Schools employees and volunteers who report to work are required to self-monitor on a daily basis.

Employees will be considered to have a Suspected Case of COVID-19 if they are experiencing any of the following COVID -19 symptoms including:

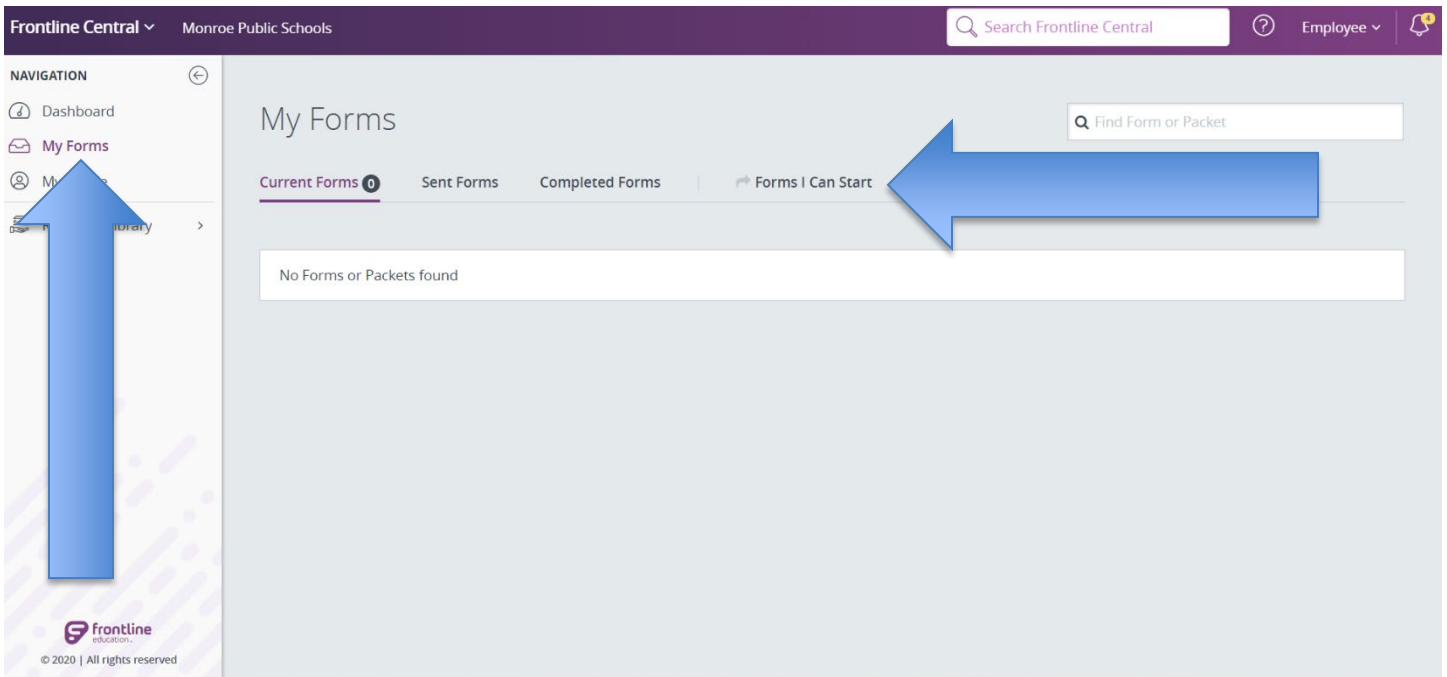
The right-hand sidebar contains an 'Attachments' section with a file named 'GCN_UserInstructions.pdf' and a 'Form Workflow' section titled 'Workflow Step 1'. Under 'Main Participant', it lists 'Employee *Test' with options for 'Form Entry' and 'View & Edit'. Under 'Other Participants', it states 'No Additional Participants'. A blue arrow points to the 'GCN_UserInstructions.pdf' attachment.

- Once you have completed all of the required items (designated by a red asterisk), you can click submit to finish the form.

This screenshot shows the completion section of the form. It includes two signature fields, each with an 'Add Digital Signature' button. The first signature field is for 'I have completed the tutorial - COVID-19 Video: Proper Handwashing (CDC)*' and the second is for 'I have completed the tutorial - COVID-19 Workplace Guidelines*'. Each signature field is followed by a 'Date of Completion' field for 'Module 3*' and 'Module 4*' respectively, with a calendar icon. Below these is an 'upload file' button for 'Please upload your certificate of completion from the GCN website.*'. At the bottom, there is a 'Comments - Visible to all participants' text area and a 'Submit Form' button. A blue arrow points to the 'Submit Form' button.

Frontline Central Form Instructions

9. You can also start some forms yourself.
 - a. Click on “My Forms”
 - b. Click on “Forms I Can Start”



10. You will then see a list of forms you can complete on your own.
11. Be sure to click “Start this Form” on the right side. Do not click on the blue form name.

