

GUEST EDUCATOR PROGRAM

IRVING INDEPENDENT SCHOOL DISTRICT

District Login (SSO – Single Sign On)

- Access assignments in [Frontline Absence Management](#)
- Access [employee self-service](#) (change privacy settings, access pay stubs, and make changes to your W-4)
- Check your [district email](#) (Moving forward, all communication will be sent to your district email)

Next Steps

- Enroll in the [Employee Password Assistant Tool](#) (Sign in, register, and update your temporary password).
- [Complete this survey](#) to indicate your interest in covering long-term assignments and specific content areas.
- Our team is constantly striving to improve our processes, and we would love to hear your positive or constructive feedback regarding your experience with the hiring process, please complete this [brief survey](#).

You have 30 days from your date of hire to:

1. Elect or decline benefits in [the Benefit Hub](#)
2. Complete the following [Mandatory Annual Compliance Training- 2024](#)

Helpful Links – [click here](#) to access help guides, payroll calendars, the onboarding presentation and more.

Frontline ([Frontline Absence Management](#))

Irving ISD uses an automated service that greatly simplifies and streamlines the process of finding and managing Guest Educator assignments in this district. The Frontline Absence & Time solution is available 24 hours a day, 7 days a week.

You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline on the Internet at

<https://login.frontlineeducation.com/sso/irvingisd>

Here are some [helpful documents](#) on how to navigate Frontline and accept assignments.

The system will also make phone calls to Guest Educators to offer assignments. The Guest Educator office has selected the following hours as standard call times when the Frontline service may call: 5:30 AM - 12:00 PM in the morning and 4:30 PM - 10:15 PM in the evening. You may elect to turn this feature off in your personal settings on the Frontline website.

Access Options

Download the new Frontline Education app to access assignments right from your cell phone!

[Apple](#)

[Google](#)

*If you accept an assignment, you will be issued a confirmation number. Please remember that your transaction is not complete until Frontline supplies you with a confirmation number.

Should you experience difficulty using the Frontline system in any way, please contact us via email aesophelp@irvingisd.net