

# Accessing Time and Attendance

 [time-help.frontlineeducation.com/hc/en-us/articles/115003455007-Accessing-Time-and-Attendance](https://time-help.frontlineeducation.com/hc/en-us/articles/115003455007-Accessing-Time-and-Attendance)

## Access Time and Attendance Through Absence Management

If you are logged in to the absence management system, you can access time and attendance simply by selecting the app switcher and clicking the **Time & Attendance** option.



The screenshot shows the Absence Management system interface for Victoria County School District. The user is logged in as Bob Barker, Employee. The interface displays a sidebar menu with the following options:

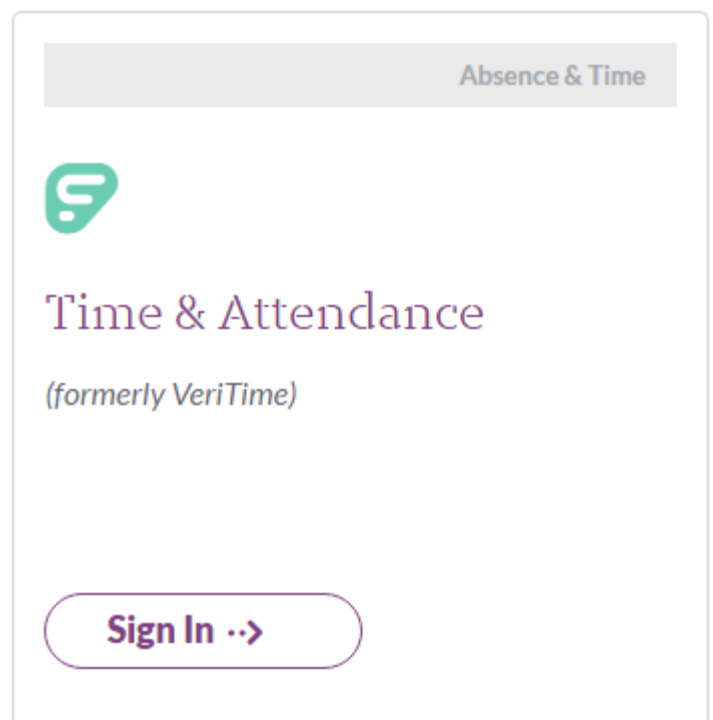
- Absence Management** (checked)
- formerly Aesop*
- Time & Attendance** (highlighted with a mouse cursor)
- formerly VeriTime*

The main content area shows three calendar views for June 2017 and July 2017. The June 2017 calendar shows dates 1 through 30, and the July 2017 calendar shows dates 1 through 22.

## Direct Login

To log in to time and attendance, go to <https://www.frontlineeducation.com/SignIn>. Click the **Sign In** button inside the Time & Attendance square.

On the next page, enter your **ID or Username** and **PIN or Password** into the boxes and click **Sign In** to be taken to your time and attendance home page.



The screenshot shows the Time & Attendance login page. The page has a header that says "Absence & Time". Below the header is the Frontline logo. The main heading is "Time & Attendance" with the subtext "(formerly VeriTime)". At the bottom of the page is a large "Sign In" button with a right-pointing arrow.

**Time & Attendance**  
Formerly VeriTime

**Sign In**

ID or Username

PIN or Password

**Sign In**

[Having trouble signing in?](#)

[I forgot my ID or username](#) | [I forgot my PIN or password](#)

If you are an absence management user, your time and attendance User ID and PIN will be the same as your User ID and PIN for absence management.

## Forgot Your ID or PIN?

If you have forgotten your ID or PIN, you can click **I forgot my ID or username**, or **I forgot my PIN or password**, depending on the circumstance.

### Forgotten ID

In the case of a forgotten ID or username, enter the **Email Address** associated with your account and click **Email Username**. Retrieve the email and follow instructions within it.

### Forgotten PIN

In the case of a forgotten PIN or password, enter your **ID or Username** associated with your account and click **Continue**. Retrieve the email and follow instructions within it.

Provide the email address you currently have on file in your district. We will send all associated IDs or usernames to that address.

Email Address

Email Username

[Return to Sign In](#)

Provide your ID or username and we will email you instructions to change your PIN / password.

ID or Username

Continue

[Return to Sign In](#)