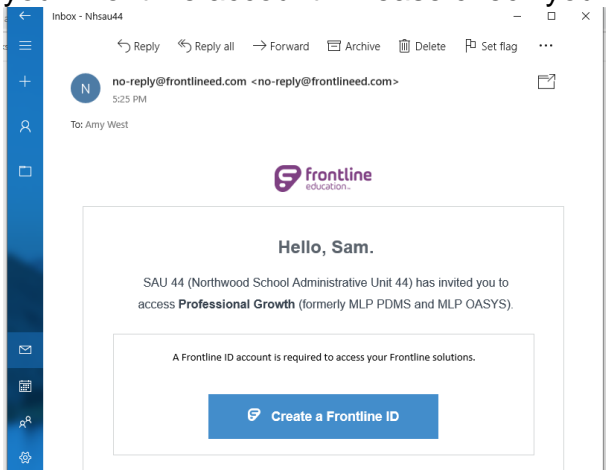


Getting Started with Frontline Professional Growth

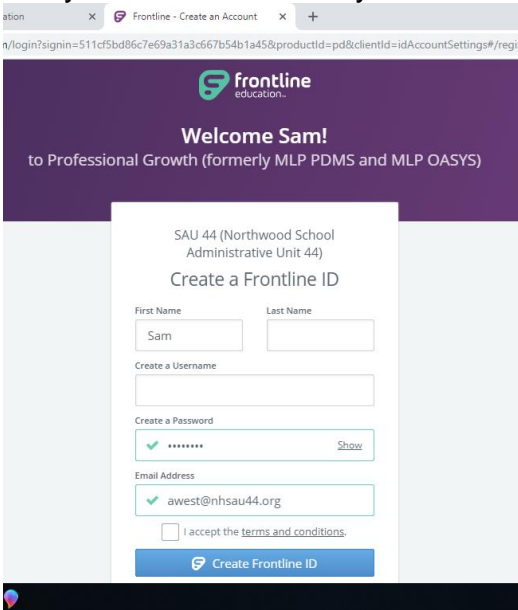
(formerly: My Learning Plan)

Logging in the first time:

1. As you become part of SAU 44, you will receive a welcome invitation to set up your Frontline account. Please check your district email address for the link.



2. As you click on the link, you will be directed to enter your information. Please use your district email in your Frontline account.



3. Please note: If you already have an account in our system, you will be asked to create a Frontline account. This is the same account. Please confirm the strength of your password (those of you still using changeme will need to update).

My User Profile:

- Using the left side Navigation Menu, click on MY INFO. Choose MY USER PROFILE.
- From here, please check for accuracy: email address, email notification preferences, correct building and department assignment. Note: make sure you are in the correct building and department. Remember to choose only one as this effects the routing of your documents.

Add files: helpful to have necessary forms scanned/saved ahead. You will need a completed registration form for any conferences, workshops or courses. Some will be handwritten, others will be computer generated. Please see your school's procedure on scanning documents. If you have any questions, please see your PD rep or call Amy at the SAU: 603-942-1290.

1. When you log in to Frontline Professional Growth (FPG) you will see a menu list on the left side of your screen
2. Click on "My Info" and you will see "My File Library"
3. Click on "My File Library"
4. When the My File Screen screen opens click the green button "Add File"
5. Follow the steps indicated

*Side Note: Once you have uploaded your documents to a course or workshop form, you can Archive them, which will help you stay organized.

Fill-in Forms:

1. When logged in to FPG, on the left side of the screen, locate the Forms option.
2. Select the type of form you need to complete (Professional Activity Form, Graduate Course Form...)
3. Complete the boxes on the form with the information you would have submitted using the old paper form
4. When you have competed filling in the information, click the blue "Submit" button
5. If you need to add more information or attach files, click the blue "Save as Draft" button, the form will then remain available until you have added all necessary information.

***Please see Professional Development Forms & Activity Request Cheat Sheet for more instruction.**