

Creating Your Frontline Professional Growth Account

Step-By-Step Guide

1. Access the internet and go to the [Frontline Professional Growth website](#).
2. Complete the Log In information on the main screen and click the “Log In” button to enter the site. (typically username = Email, Password = changeme)
3. You may be prompted to complete your “User Profile” to verify your account information and preferences are accurate. Make any changes and save the form. You will receive a “Form Saved” message confirming success.
4. From the main Frontline screen, you can also:
 - a. Browse the Monroe 2-Orleans BOCES Catalog/Calendar –**
 - i. Click the “District Catalog” link or the “Calendar” link
 - ii. Browse the district offerings and click the title of an activity if you are interested in participating
 - iii. Click the button to request approval/sign up for the activity
 - iv. Complete the form (if necessary) and submit it
 - v. The activity will appear on the Frontline Tab in the “My Requests” section
 - b. View your Portfolio –**
 - i. Click the My Portfolio Link to view all of your professional development.
 - ii. Use the Portfolio views on your left menu to view your activities based on different criteria.
 - c. Complete a Survey at the Conclusion of an Activity -**
 - i. Click the Title of the Survey at the top of the screen.
 - ii. Complete it, and click Submit.
5. For further details on using this and other functions of Frontline, access tutorials, how-to’s, and other resources in the Help Section. The Help link is located on the top right corner of all Frontline screens.