

## How to fill out forms in Frontline

1. Please go to the Oklahoma City Public Schools home page at OKCPS.org

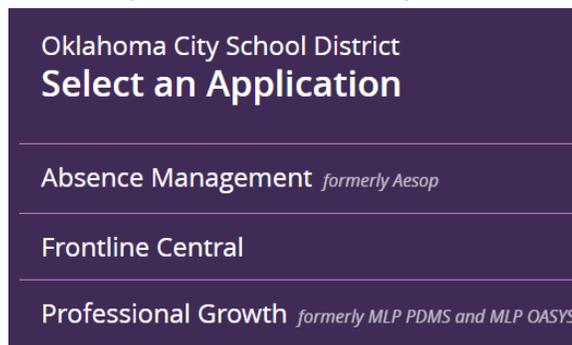
2. Click on staff tools and go to Frontline Self Service.

- If this button does not work please go to the personal development button



- Now that you have clicked on frontline Self Service it is going to ask you for a username/email and password. The email address is going to be your OKCPS email and the password is going to be the same as what you use for your email.

3. A purple screen will come up with two or three options. You will want to click on frontline Central.



4. Click on  My Forms to the left side of the page.

5. Click on  Forms I Can Start here you will want to choose from different forms.

6. Once you choose the form you would like to start scroll to the right and click on start this form.

