

Absence Management Update Email

This guide has been created by the Office of Technology to assist a user with updating their email address in Frontline's Absence Management system.

1. Sign into Frontline's Absence Management [website](#).
2. Click on the **Accept** button if the End User License Agreement appears.
3. Click on the **Preferences** tab located towards the top center part of the webpage. See figure 1 for a visual of this tab and where it is located.

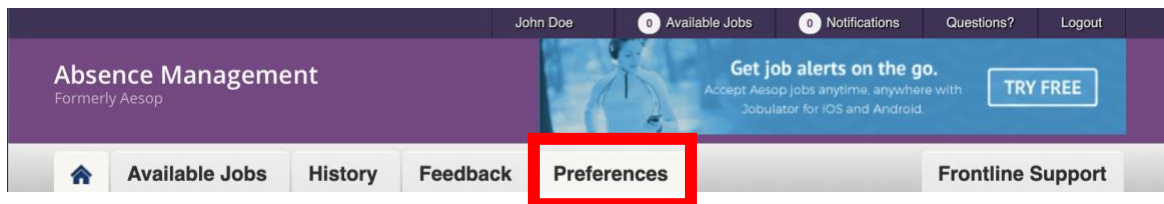


Figure 1

4. Click on the **Edit** link that is located to the right of your address. See figure 2 for a visual of this section.

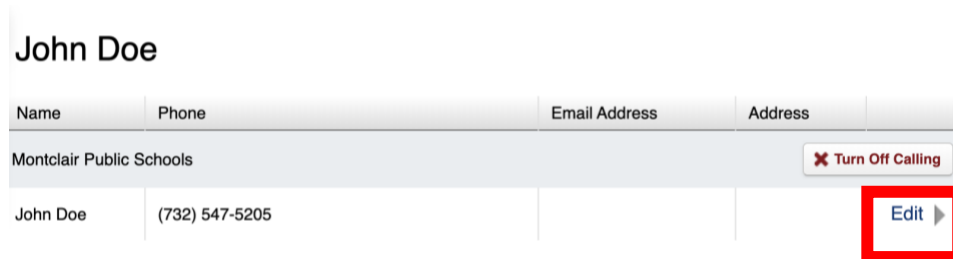


Figure 2

5. Type your email address into the **Email Address** and **Confirm Email** fields.
6. Click on the **Apply** Button.
7. Verify that your email address is now listed in between your phone number and home address.