

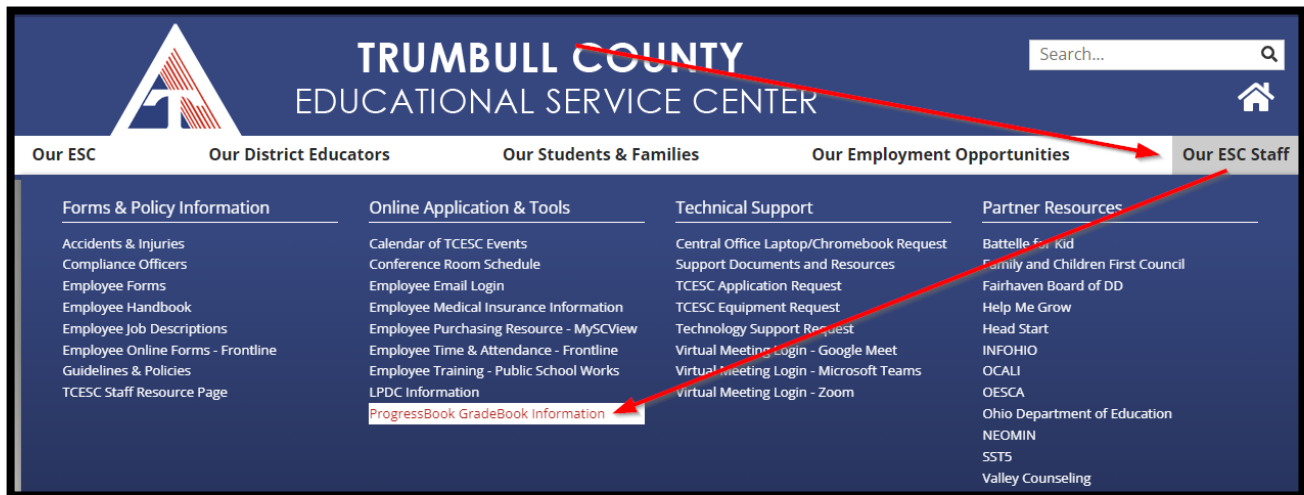
# ProgressBook-GradeBook User Access – Part 2 of 2



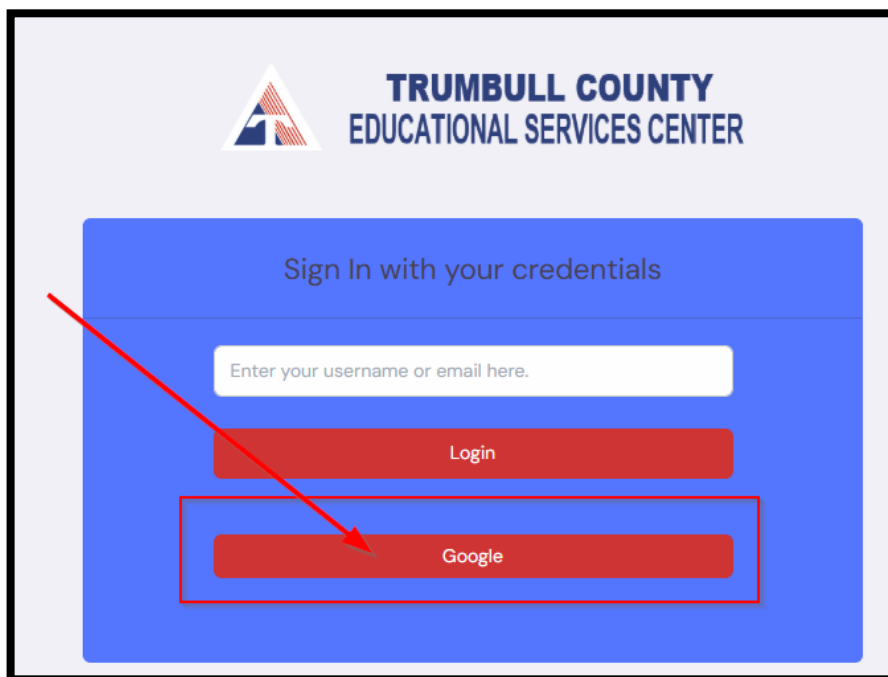
## New Staff Instructions

- New staff must accept the Frontline Invitation before signing into ProgressBook for the first time.
- For future logins, after accepting the invitation and following the activation steps, staff can access ProgressBook-GradeBook from the TCESC website and the MiniOrange dashboard.

1. Navigate to the TCESC website: **www.TrumbullESC.org**
2. Click on the **ProgressBook-GradeBook** login link found under our website's menu bar **www.TrumbullESC.org >>> Our ESC Employees.**

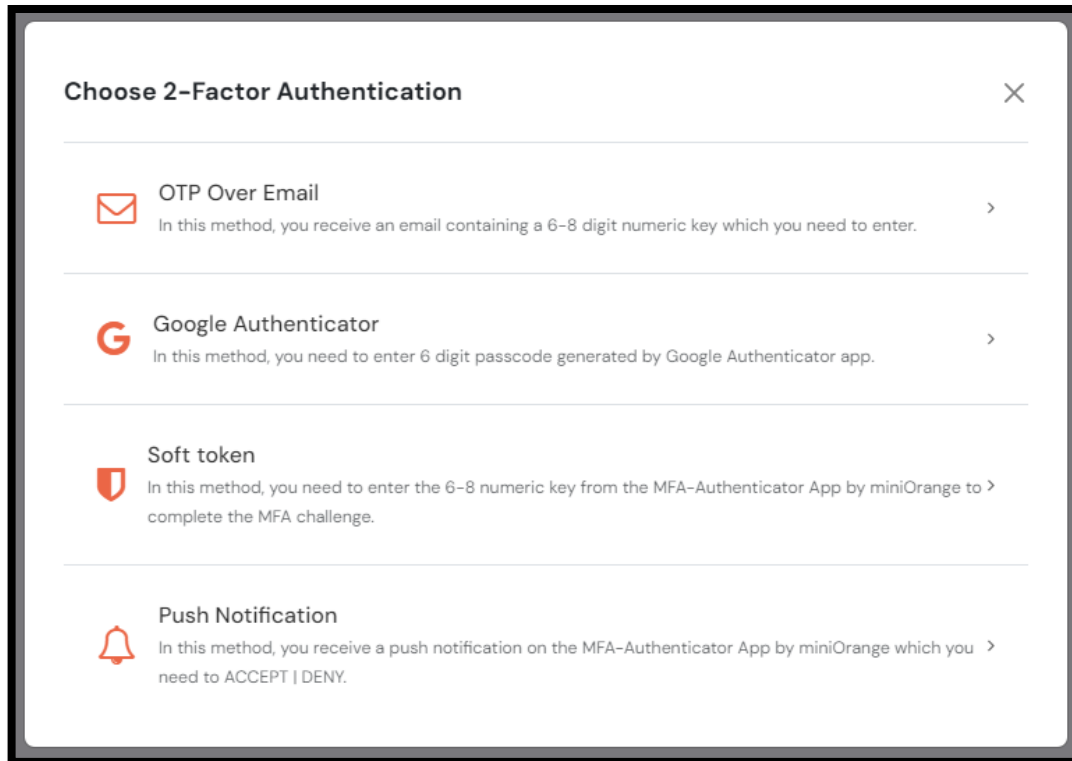


3. Please click on **Google**. Do not enter any information.

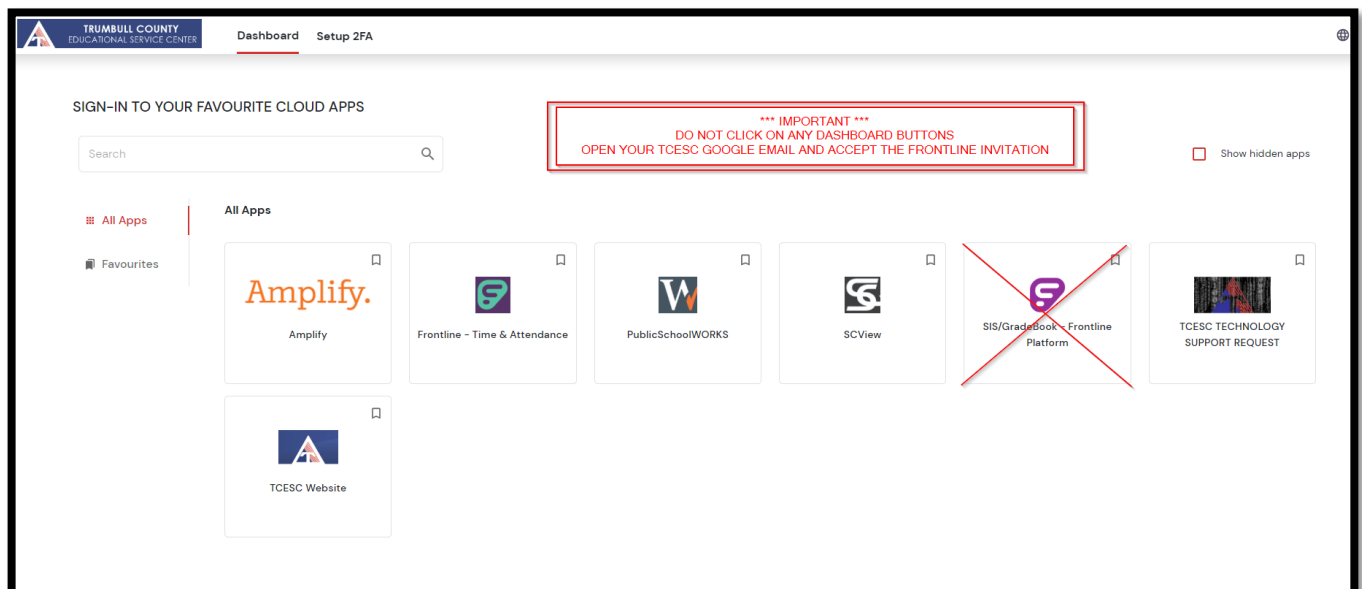


## ProgressBook-GradeBook User Access – Part 2 of 2

4. Select your type of MFA (Multi-Factor Authentication).



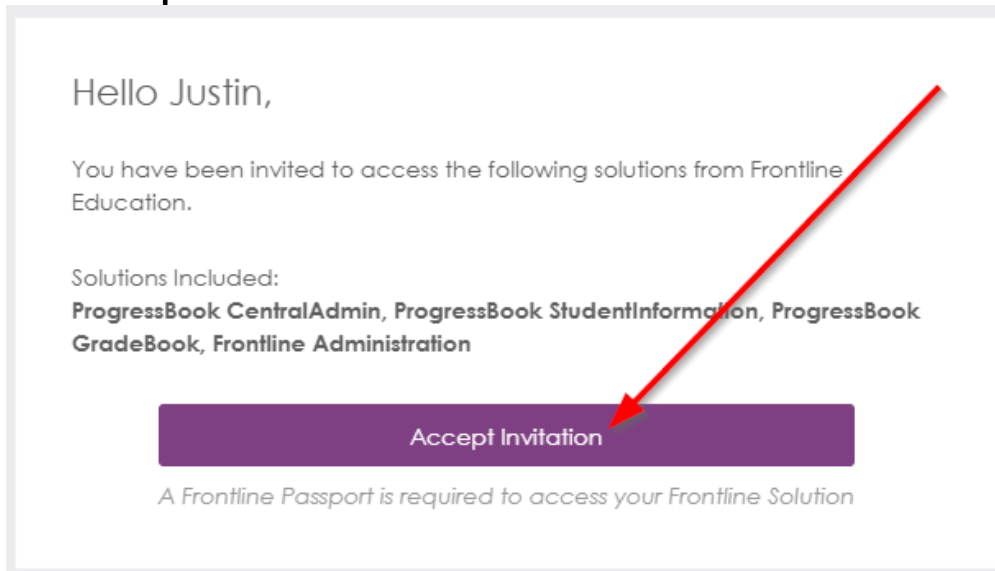
5. Once at the MiniOrange Dashboard, open your TCESC Google email and accept the Frontline Invitation. **DO NOT** Click on the SIS/GradeBook – Frontline.



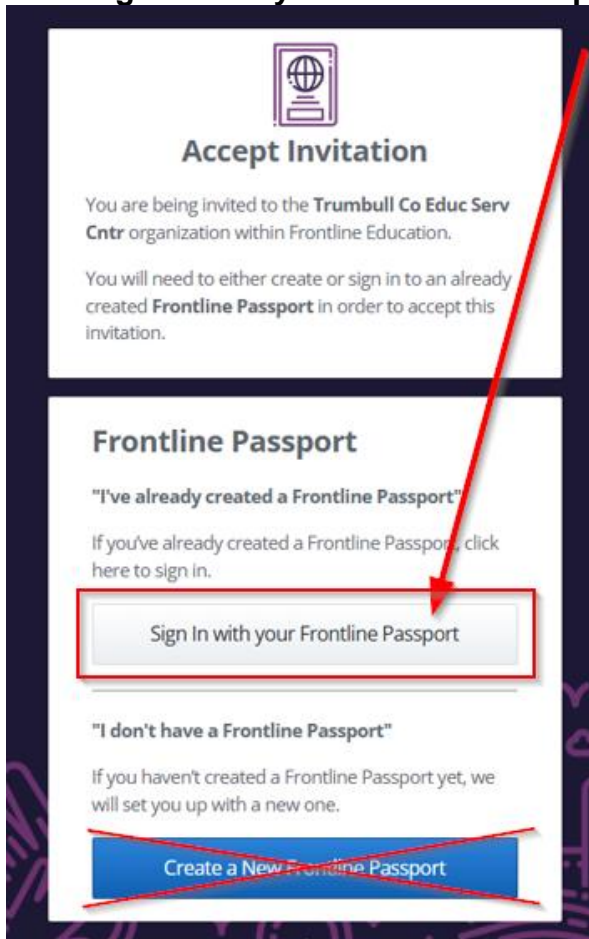
6. User goes to email and should see an email from **Frontline** that includes the invitation pictured below.

## ProgressBook-GradeBook User Access – Part 2 of 2

### 7. Click **Accept Invitation**.

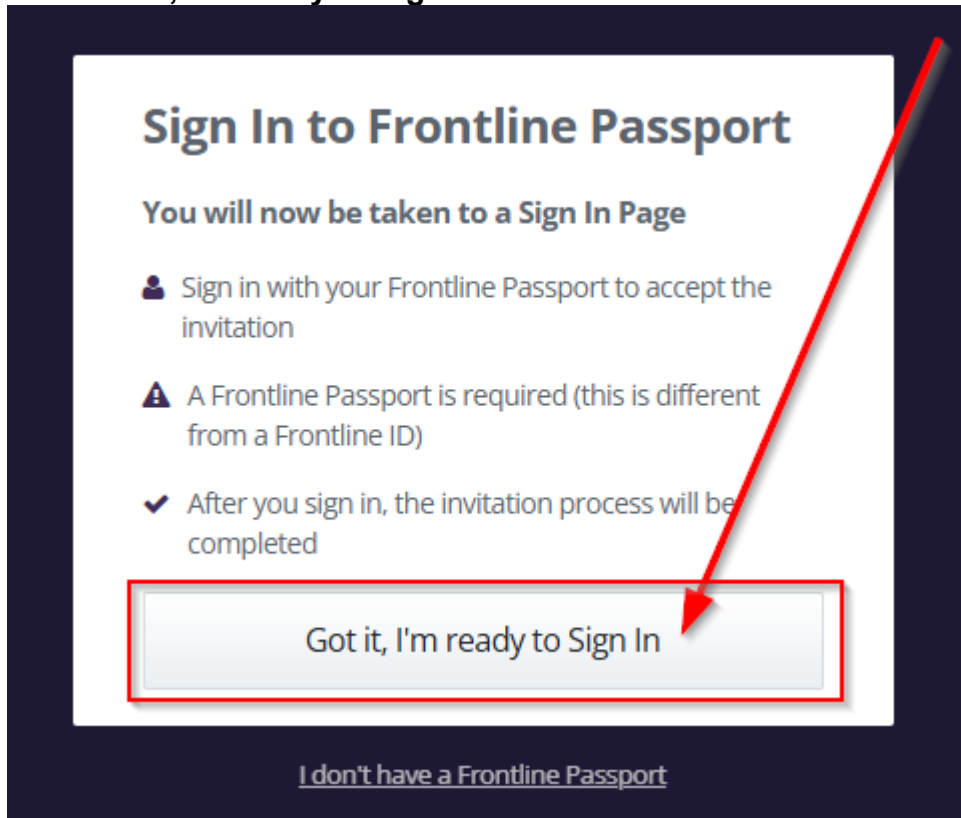


### 8. Click **Sign In with your Frontline Passport**



## ProgressBook-GradeBook User Access – Part 2 of 2

9. Click **Got it, I'm ready to Sign In**



**Sign In to Frontline Passport**

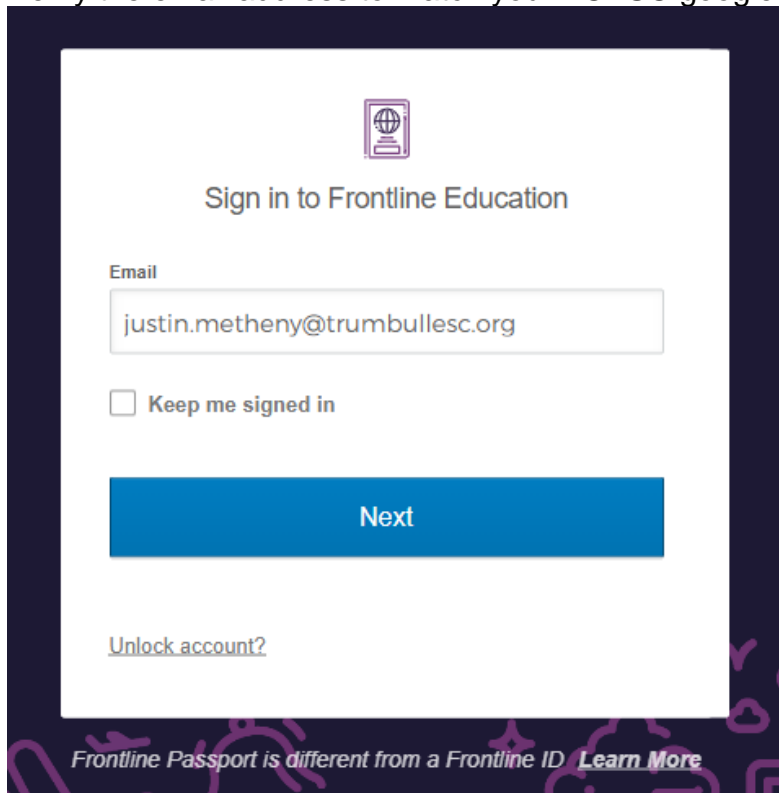
You will now be taken to a Sign In Page


- Sign in with your Frontline Passport to accept the invitation
- A Frontline Passport is required (this is different from a Frontline ID)
- After you sign in, the invitation process will be completed

**Got it, I'm ready to Sign In**

[I don't have a Frontline Passport](#)

10. Verify the email address to match your TCESC google email address.





Sign in to Frontline Education

Email

justin.metheny@trumbullesc.org

☐ Keep me signed in

**Next**

[Unlock account?](#)

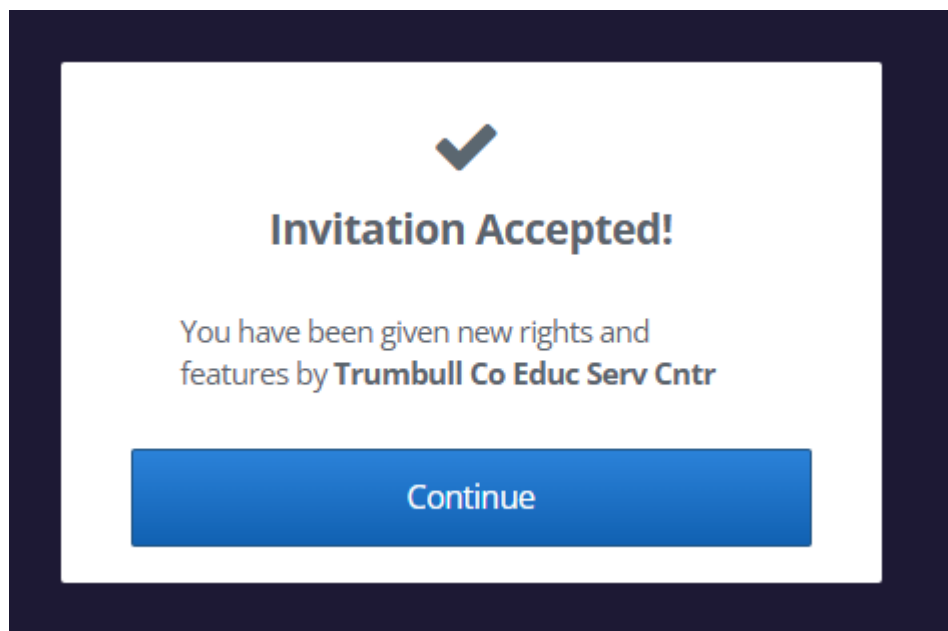
Frontline Passport is different from a Frontline ID [Learn More](#)

## ProgressBook-GradeBook User Access – Part 2 of 2

### \*\*\* IMPORTANT \*\*\*

- If the email address matches your TCESC email address, click **NEXT**.
- If the email address is missing, enter your TCESC email address, and then click **NEXT**.
- If the email address **DOESN'T** match your TCESC email address **DO NOT modify** the email address, just hit **NEXT**. Please notify the TCESC technology department.

11. Click **Continue**.



**CONGRATULATIONS! PART 2 – DONE!**

### **Managing Multiple Accounts ~ TCESC & District Accounts ~**

*For any TCESC staff member, who is also employed by a school district, please contact the TCESC technology department. Thank you!*