


1. Click the “Register” link on the Frontline Employee Service Center Welcome Page



Welcome to the Life School of Dallas Employee Service Center

User ID

Password

Sign On

[Forgot Password](#) | [Forgot User ID](#)

Need an Account? [Register](#)

2. Enter data into required fields and click the “Next” button

- Last 4 SSN digits
- Date of Birth
- Last Name

3. Select a method to confirm your identity and click “Next”

- Text –To receive a text with a confirmation number to the phone number on record for you.
- Voice – To receive a voice message to the phone number on record for you.

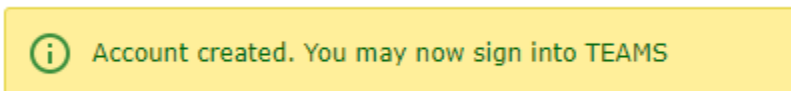
4. Enter the access code you received and select “Ok”

- If you did not receive an access code you can select to have it resent
- If you believe that Life School does not have your current phone number on record, please contact [talent@lifeschools.net](mailto:talent@lifeschools.net) with updated contact information.

5. Specify a new User ID and Password and click “Submit”

- The User ID must be new and unique
- Do not use a former district username

6. You will receive a message showing that your account has been created.



7. You can now sign-on to the Employee Service Center with your New Frontline Account to view the following:

- Paychecks
- Payroll Deductions
- Tax Withholding (W-4)
- W-2 & 1095
- Direct Deposit Information