Schoox

Frontier utilizes Schoox as it's Learning Management System (LMS) to house all Computer-Based Trainings (CBTs).

Accessing and Login

Schoox may be accessed by clicking the link, by typing the following address in your web browser's URL: https://www.schoox.com/academy/FrontierAirlines/home/ or through the mobile app.

> 1. Click the Single Sign On button or the Third Party Login button on a mobile device.
>
> 2. You will be prompted to enter the Academy Name. Type **Frontier Airlines Training**. Then click Continue. On the next screen, click Login.
>
> 3. You will be prompted to the SSO Microsoft Authenticator screens. Enter your Frontier email and click Next. Enter your Frontier Active Directory (AD) password and click Next.

Navigation

At the top of the **Home** page are the following tabs:

- **Wall** – The Academy Wall will be used to post any Frontier information pertinent to all users. A Schoox Users Guide will be available on the Academy Wall.
- **Home** – When logging into Schoox, the Home page is the default screen.
- **Me** – Your profile, completed training certificates, training dashboard and account settings can be accessed under the Me tab.
- **Training** – This tab will be used to access all available courses including those that have been assigned and any optional reference courses.

The **Home** page also has several quick access options which automatically adapts for each user. These options include:

- **Courses in Progress** - If you have courses assigned or in progress, they will display here for easy access. Click **Go to My Courses** to access courses in progress. This may also be done by selecting **Training** and **My Training** from the top menu.
- **Quick Training Dashboard** - This gives a quick snapshot of your training status. You can click on **Go to My Dashboard** for more information and easy course access.
- **Show Me How** - This option displays on the right side of the screen and will walk you thru some frequently asked questions about using Schoox.
- **Calendar** – The calendar displays at the bottom of **Home** page and will show courses you have coming due, classes you are scheduled for, etc.
- **Help** – The Help button will provide the contact information for the Frontier IT Helpdesk and other departments.
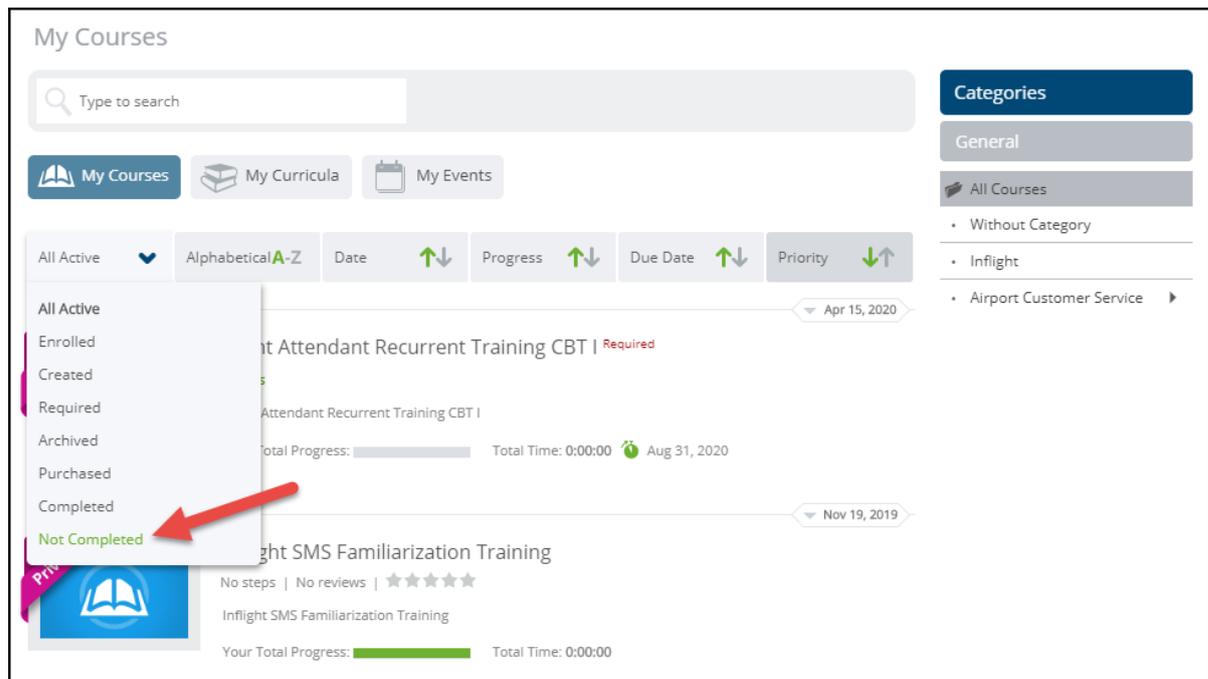
Example: Schoox Home Page

Completing Courses

To access your **required** courses:

1. Select **Training** and **My Training** or select **Go to My Courses** quick link. All active courses will display; to narrow the search, select **Not Completed** from the drop-down menu.

    NOTE: *All active courses include those that are not expired and completed.*

2. To open a course, click on the thumbnail image or course name. Other information about the course is displayed such as:

- The Private banner indicates the course was assigned to you. A Public banner indicates the course may be self-enrolled, e.g., RGS resources videos

- The number of steps (modules) within the course.

- A display bar showing your completion progress.

3. Once the course opens, all the individual steps will display.

4. Click on each step to complete. The course steps may be completed at different times/days. The course will be considered finished once all steps have been completed.

To access **self-enroll resource** courses:

1. Select **Training** and **Courses.** All active courses and optional self-enroll courses will display; to narrow the search, select **Not Enrolled** from the drop-down menu.

2. Self-enroll courses will have the Public banner across the thumbnail image. Click on the thumbnail image or course name to open and begin the training.

3. Self-enroll courses may be accessed multiple times as reference.

View all completed courses/certificates

To view all completed courses, select **Me** and **My Dashboard**. The list of course may be filtered using the drop-down options. Completed courses in Comply have been added to Schoox.

Some courses may have a certificate awarded upon completion. To view all certificates you have earned, select **Me** and **My Certificates**.

Schoox Mobile Application

A Schoox mobile application for Apple and Android is available.

To access, enter your Frontier Active Directory (AD) username and password and select the **Third-Party Login** button. You will then be prompted to enter the company name, type **Frontier Airlines**. To complete the login, follow the Multi-Factor Authentication (MFA) steps.

At the top of the **Home** page, click on the ☰ icon to access announcements and training courses. Click on the triangle icon by your name to access your profile, completed certificates and other settings.

To access your courses, select **Go to My Courses** from the home page or **Training** and **My Training.**