

# Check in for Duty Assignments

Last Modified on 10/11/2024 2:25 pm MDT

Flight Attendants are required to check in at least 60 min prior to departure (or 1 minute prior to report time) per FAM 55.10 pages 2-4 via F9 company authorized means as outlined in the Flight Attendant Manual (FAM). Reserve Flight Attendants sitting Ready Reserve are the only Flight Attendants that are expected to contact Crew Scheduling to check in and Ready Reserve Flight Attendants are required to call Crew Scheduling to check in via the crew room phone only and may not use their personal device to check in.

Flight Attendants who sign up for Remote Check in may do so via their device only upon clearing TSA/Security/KCM. If the Remote Check in fails on your device, the Flight Attendant must try Remote Check in on another device. If that device fails, then the Flight Attendant is required to check in via Crew Room computer. If the Crew Room check in computer is not operating, restart the check in Computer and/or sign onto another Crew Room computer to check in.

Flight Attendants having any technical issues, should resolve those technical issues with IT prior to check in and should always budget sufficient time to address technical issues to check in on time via approved means.

If Crew Web Sign In/Password is not working, call Crew Scheduling to RESET your Crew Web Password. If you are unable to sign into myfrontier.org, please contact IT at 720.374.4400 24/7. If you call Crew Scheduling to check in, they will automatically issue a TDY to your record due to not following Flight Attendant Manual (FAM) Check in procedures.

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