

# Aeries

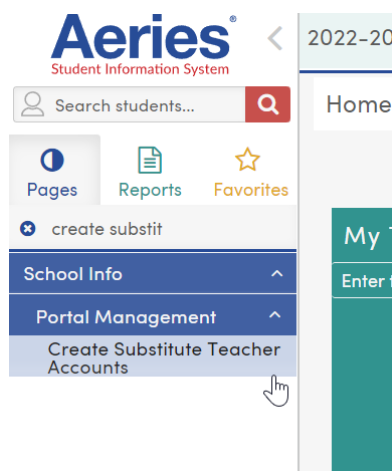
Support articles related to Aeries

- [Creating Daily Substitute Teacher Portal Accounts](#)

# Creating Daily Substitute Teacher Portal Accounts

These instructions are for Site Office Staff to create daily substitute teacher accounts.

In Aeries, find the Create Substitute Teacher Accounts page in the menu on the left



On this screen, click the checkboxes **(1)** next to the teachers that are out and require substitutes. You may modify the Expiration Date **(2)** on these accounts or leave the default which expires at the end of the current day. You may also add any additional comments/instructions you would like to give to the substitutes in the text box **(3)**. Finally hit Create Temporary Aeries Accounts and Print Info Sheets **(4)**.

Create Substitute Teacher Accounts

Staff ID	Name	
1001	John Smith	<input type="checkbox"/>
1002	Jane Doe	<input type="checkbox"/>
1003	Bob Jones	<input type="checkbox"/>
1004	Emily White	<input type="checkbox"/>
1005	Michael Brown	<input type="checkbox"/>
1006	Sarah Green	<input type="checkbox"/>
1007	David Black	<input type="checkbox"/>
1008	Lisa Grey	<input type="checkbox"/>
1009	James Blue	<input type="checkbox"/>
1010	Anna Yellow	<input type="checkbox"/>
1011	Benjamin Purple	<input type="checkbox"/>
1012	Maria Silver	<input type="checkbox"/>
1013	Christopher Gold	<input type="checkbox"/>
1014	Michelle Bronze	<input type="checkbox"/>
1015	Anthony Copper	<input type="checkbox"/>
1016	Stephanie Iron	<input type="checkbox"/>
1017	Kevin Steel	<input type="checkbox"/>
1018	Nicole Tin	<input type="checkbox"/>
1019	Timothy Lead	<input type="checkbox"/>
1020	Rebecca Zinc	<input type="checkbox"/>
1021	Gregory Nickel	<input type="checkbox"/>
1022	Samantha Cobalt	<input type="checkbox"/>
1023	Eric Vanadium	<input type="checkbox"/>
1024	Hannah Manganese	<input type="checkbox"/>
1025	Robert Cadmium	<input type="checkbox"/>
1026	Karen Selenium	<input type="checkbox"/>
1027	William Tellurium	<input type="checkbox"/>
1028	Olivia Antimony	<input type="checkbox"/>
1029	Benjamin Arsenic	<input type="checkbox"/>
1030	Maria Bismuth	<input type="checkbox"/>
1031	Christopher Molybdenum	<input type="checkbox"/>
1032	Stephanie Silver	<input type="checkbox"/>
1033	Kevin Gold	<input type="checkbox"/>
1034	Nicole Platinum	<input type="checkbox"/>
1035	Timothy Palladium	<input type="checkbox"/>
1036	Rebecca Rhodium	<input type="checkbox"/>
1037	Gregory Iridium	<input type="checkbox"/>
1038	Samantha Osmium	<input type="checkbox"/>
1039	Eric Rhenium	<input type="checkbox"/>
1040	Hannah Ruthenium	<input type="checkbox"/>
1041	Robert Rhodium	<input type="checkbox"/>
1042	Karen Silver	<input type="checkbox"/>
1043	William Gold	<input type="checkbox"/>
1044	Olivia Platinum	<input type="checkbox"/>
1045	Benjamin Palladium	<input type="checkbox"/>
1046	Maria Rhodium	<input type="checkbox"/>
1047	Christopher Iridium	<input type="checkbox"/>
1048	Stephanie Osmium	<input type="checkbox"/>
1049	Kevin Rhenium	<input type="checkbox"/>
1050	Nicole Ruthenium	<input type="checkbox"/>
1051	Timothy Rhodium	<input type="checkbox"/>
1052	Rebecca Silver	<input type="checkbox"/>
1053	Gregory Gold	<input type="checkbox"/>
1054	Samantha Platinum	<input type="checkbox"/>
1055	Eric Palladium	<input type="checkbox"/>
1056	Hannah Rhodium	<input type="checkbox"/>
1057	Robert Iridium	<input type="checkbox"/>
1058	Karen Osmium	<input type="checkbox"/>
1059	William Rhenium	<input type="checkbox"/>
1060	Olivia Ruthenium	<input type="checkbox"/>
1061	Benjamin Rhodium	<input type="checkbox"/>
1062	Maria Silver	<input type="checkbox"/>
1063	Christopher Gold	<input type="checkbox"/>
1064	Stephanie Platinum	<input type="checkbox"/>
1065	Kevin Palladium	<input type="checkbox"/>
1066	Nicole Rhodium	<input type="checkbox"/>
1067	Timothy Iridium	<input type="checkbox"/>
1068	Rebecca Osmium	<input type="checkbox"/>
1069	Gregory Rhenium	<input type="checkbox"/>
1070	Samantha Ruthenium	<input type="checkbox"/>
1071	Eric Rhodium	<input type="checkbox"/>
1072	Hannah Silver	<input type="checkbox"/>
1073	Robert Gold	<input type="checkbox"/>
1074	Karen Platinum	<input type="checkbox"/>
1075	William Palladium	<input type="checkbox"/>
1076	Olivia Rhodium	<input type="checkbox"/>
1077	Benjamin Iridium	<input type="checkbox"/>
1078	Maria Osmium	<input type="checkbox"/>
1079	Christopher Rhenium	<input type="checkbox"/>
1080	Stephanie Ruthenium	<input type="checkbox"/>
1081	Kevin Rhodium	<input type="checkbox"/>
1082	Nicole Silver	<input type="checkbox"/>
1083	Timothy Gold	<input type="checkbox"/>
1084	Rebecca Platinum	<input type="checkbox"/>
1085	Gregory Palladium	<input type="checkbox"/>
1086	Samantha Rhodium	<input type="checkbox"/>
1087	Eric Iridium	<input type="checkbox"/>
1088	Hannah Osmium	<input type="checkbox"/>
1089	Robert Rhenium	<input type="checkbox"/>
1090	Karen Ruthenium	<input type="checkbox"/>
1091	William Rhodium	<input type="checkbox"/>
1092	Olivia Silver	<input type="checkbox"/>
1093	Benjamin Gold	<input type="checkbox"/>
1094	Maria Platinum	<input type="checkbox"/>
1095	Christopher Palladium	<input type="checkbox"/>
1096	Stephanie Rhodium	<input type="checkbox"/>
1097	Kevin Iridium	<input type="checkbox"/>
1098	Nicole Osmium	<input type="checkbox"/>
1099	Timothy Rhenium	<input type="checkbox"/>
1100	Rebecca Ruthenium	<input type="checkbox"/>

Create Substitute Aeries Teacher Accounts

Expiration Date for the accounts being created

10/18/2022

Enter the comment you would like to give the substitutes.

1. Return your keys at the end of the day.  
2. Post attendance during the first 15 minutes of class.  
3. Check in with the attendance office before leaving for the day.

Create Temporary Aeries Accounts and Print Info Sheets

A PDF containing temporary substitute login information for all of the teachers you specified will generate.

## San Leandro High School

2022-2023

### Your Temporary Aeries Account Information

10/18/2022

**This is extremely confidential information.**

**Do NOT allow anyone to see the contents of this paper!**

Your User Name: sub3186.5107

Your Password: [REDACTED]

Your Account Expires after: 10/18/2022

Substitute Teacher Account For [REDACTED]

You can print and provide that sheet to them along with a copy of the **Daily Substitute Teacher Electronic Attendance Instructions**.