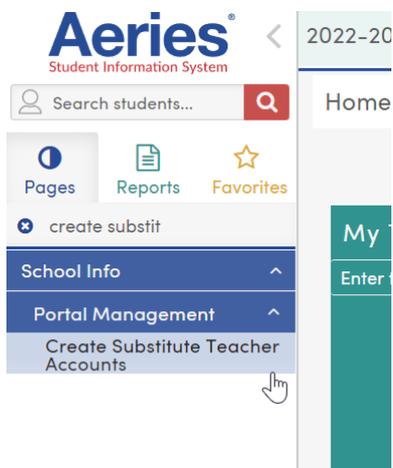


Creating Daily Substitute Teacher Portal Accounts

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	
1000	John Smith	<input type="checkbox"/>
1001	Jane Doe	<input type="checkbox"/>
1002	Bob Jones	<input type="checkbox"/>
1003	...	<input type="checkbox"/>
1004	...	<input type="checkbox"/>
1005	...	<input type="checkbox"/>
1006	...	<input type="checkbox"/>
1007	...	<input type="checkbox"/>
1008	...	<input type="checkbox"/>
1009	...	<input type="checkbox"/>
1010	...	<input type="checkbox"/>
1011	...	<input type="checkbox"/>
1012	...	<input type="checkbox"/>
1013	...	<input type="checkbox"/>
1014	...	<input type="checkbox"/>
1015	...	<input type="checkbox"/>
1016	...	<input type="checkbox"/>
1017	...	<input type="checkbox"/>
1018	...	<input type="checkbox"/>
1019	...	<input type="checkbox"/>
1020	...	<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**.