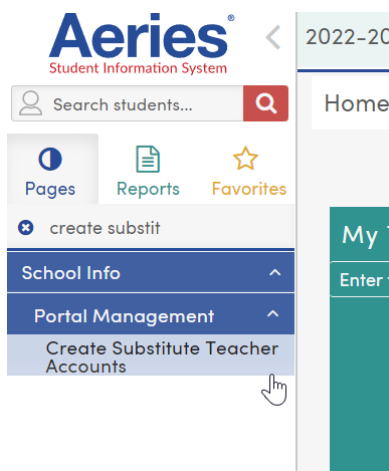


Creating Daily Substitute Teacher Portal Accounts

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 Gray	<input type="checkbox"/>
1009	James Blue	<input type="checkbox"/>
1010	Anna Red	<input type="checkbox"/>
1011	Robert Purple	<input type="checkbox"/>
1012	Michelle Yellow	<input type="checkbox"/>
1013	Christopher Orange	<input type="checkbox"/>
1014	Amanda Pink	<input type="checkbox"/>
1015	Matthew Silver	<input type="checkbox"/>
1016	Stephanie Gold	<input type="checkbox"/>
1017	Andrew Bronze	<input type="checkbox"/>
1018	Heather Copper	<input type="checkbox"/>
1019	Benjamin Iron	<input type="checkbox"/>
1020	Victoria Steel	<input type="checkbox"/>
1021	Gregory Nickel	<input type="checkbox"/>
1022	Christina Tin	<input type="checkbox"/>
1023	Anthony Lead	<input type="checkbox"/>
1024	Kimberly Zinc	<input type="checkbox"/>
1025	Timothy Aluminum	<input type="checkbox"/>
1026	Shirley Silicon	<input type="checkbox"/>
1027	Donald Phosphorus	<input type="checkbox"/>
1028	Michelle Sulfur	<input type="checkbox"/>
1029	Kevin Chlorine	<input type="checkbox"/>
1030	Deborah Fluorine	<input type="checkbox"/>
1031	Jason Argon	<input type="checkbox"/>
1032	Angela Krypton	<input type="checkbox"/>
1033	Samuel Xenon	<input type="checkbox"/>
1034	Rebecca Radon	<input type="checkbox"/>
1035	Mark Hydrogen	<input type="checkbox"/>
1036	Elizabeth Helium	<input type="checkbox"/>
1037	Paul Lithium	<input type="checkbox"/>
1038	Susan Beryllium	<input type="checkbox"/>
1039	Charles Boron	<input type="checkbox"/>
1040	Barbara Carbon	<input type="checkbox"/>
1041	Richard Nitrogen	<input type="checkbox"/>
1042	Karen Oxygen	<input type="checkbox"/>
1043	Joseph Fluorine	<input type="checkbox"/>
1044	Michelle Neon	<input type="checkbox"/>
1045	Thomas Sodium	<input type="checkbox"/>
1046	Angela Magnesium	<input type="checkbox"/>
1047	Christopher Aluminum	<input type="checkbox"/>
1048	Stephanie Silicon	<input type="checkbox"/>
1049	Andrew Phosphorus	<input type="checkbox"/>
1050	Heather Sulfur	<input type="checkbox"/>
1051	Benjamin Chlorine	<input type="checkbox"/>
1052	Victoria Fluorine	<input type="checkbox"/>
1053	Gregory Argon	<input type="checkbox"/>
1054	Christina Krypton	<input type="checkbox"/>
1055	Anthony Xenon	<input type="checkbox"/>
1056	Kimberly Radon	<input type="checkbox"/>
1057	Timothy Hydrogen	<input type="checkbox"/>
1058	Shirley Helium	<input type="checkbox"/>
1059	Donald Lithium	<input type="checkbox"/>
1060	Michelle Beryllium	<input type="checkbox"/>
1061	Kevin Boron	<input type="checkbox"/>
1062	Deborah Carbon	<input type="checkbox"/>
1063	Jason Nitrogen	<input type="checkbox"/>
1064	Angela Oxygen	<input type="checkbox"/>
1065	Samuel Fluorine	<input type="checkbox"/>
1066	Rebecca Neon	<input type="checkbox"/>
1067	Mark Sodium	<input type="checkbox"/>
1068	Barbara Magnesium	<input type="checkbox"/>
1069	Richard Aluminum	<input type="checkbox"/>
1070	Karen Silicon	<input type="checkbox"/>
1071	Joseph Phosphorus	<input type="checkbox"/>
1072	Michelle Sulfur	<input type="checkbox"/>
1073	Thomas Chlorine	<input type="checkbox"/>
1074	Angela Fluorine	<input type="checkbox"/>
1075	Christopher Argon	<input type="checkbox"/>
1076	Stephanie Krypton	<input type="checkbox"/>
1077	Andrew Xenon	<input type="checkbox"/>
1078	Heather Radon	<input type="checkbox"/>
1079	Benjamin Hydrogen	<input type="checkbox"/>
1080	Victoria Helium	<input type="checkbox"/>
1081	Gregory Lithium	<input type="checkbox"/>
1082	Christina Beryllium	<input type="checkbox"/>
1083	Anthony Boron	<input type="checkbox"/>
1084	Kimberly Carbon	<input type="checkbox"/>
1085	Timothy Nitrogen	<input type="checkbox"/>
1086	Shirley Oxygen	<input type="checkbox"/>
1087	Donald Fluorine	<input type="checkbox"/>
1088	Michelle Neon	<input type="checkbox"/>
1089	Kevin Sodium	<input type="checkbox"/>
1090	Deborah Magnesium	<input type="checkbox"/>
1091	Jason Aluminum	<input type="checkbox"/>
1092	Angela Silicon	<input type="checkbox"/>
1093	Samuel Phosphorus	<input type="checkbox"/>
1094	Rebecca Sulfur	<input type="checkbox"/>
1095	Mark Chlorine	<input type="checkbox"/>
1096	Barbara Fluorine	<input type="checkbox"/>
1097	Richard Argon	<input type="checkbox"/>
1098	Karen Krypton	<input type="checkbox"/>
1099	Joseph Xenon	<input type="checkbox"/>
1100	Michelle Radon	<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**.

Revision #1

Created 18 October 2022 22:37:15 by Larry Simon

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