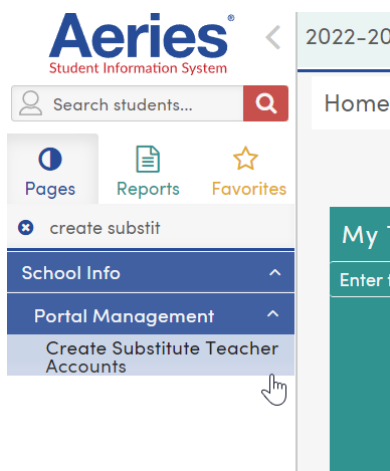


Creating Daily Substitute Teacher Portal Accounts

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 Yellow	<input type="checkbox"/>
1011	Robert Purple	<input type="checkbox"/>
1012	Michelle Pink	<input type="checkbox"/>
1013	Christopher Red	<input type="checkbox"/>
1014	Amanda Orange	<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 Neon	<input type="checkbox"/>
1033	Samuel Helium	<input type="checkbox"/>
1034	Emily Lithium	<input type="checkbox"/>
1035	Christopher Beryllium	<input type="checkbox"/>
1036	Amanda Boron	<input type="checkbox"/>
1037	Matthew Carbon	<input type="checkbox"/>
1038	Stephanie Nitrogen	<input type="checkbox"/>
1039	Andrew Oxygen	<input type="checkbox"/>
1040	Heather Fluorine	<input type="checkbox"/>
1041	Benjamin Neon	<input type="checkbox"/>
1042	Victoria Argon	<input type="checkbox"/>
1043	Gregory Helium	<input type="checkbox"/>
1044	Christina Lithium	<input type="checkbox"/>
1045	Anthony Beryllium	<input type="checkbox"/>
1046	Kimberly Boron	<input type="checkbox"/>
1047	Timothy Carbon	<input type="checkbox"/>
1048	Shirley Nitrogen	<input type="checkbox"/>
1049	Donald Oxygen	<input type="checkbox"/>
1050	Michelle Fluorine	<input type="checkbox"/>
1051	Kevin Neon	<input type="checkbox"/>
1052	Deborah Argon	<input type="checkbox"/>
1053	Jason Helium	<input type="checkbox"/>
1054	Angela Lithium	<input type="checkbox"/>
1055	Samuel Beryllium	<input type="checkbox"/>
1056	Emily Boron	<input type="checkbox"/>
1057	Christopher Carbon	<input type="checkbox"/>
1058	Amanda Nitrogen	<input type="checkbox"/>
1059	Matthew Oxygen	<input type="checkbox"/>
1060	Stephanie Fluorine	<input type="checkbox"/>
1061	Andrew Neon	<input type="checkbox"/>
1062	Heather Argon	<input type="checkbox"/>
1063	Benjamin Helium	<input type="checkbox"/>
1064	Victoria Lithium	<input type="checkbox"/>
1065	Gregory Beryllium	<input type="checkbox"/>
1066	Christina Boron	<input type="checkbox"/>
1067	Anthony Carbon	<input type="checkbox"/>
1068	Kimberly Nitrogen	<input type="checkbox"/>
1069	Timothy Oxygen	<input type="checkbox"/>
1070	Shirley Fluorine	<input type="checkbox"/>
1071	Donald Neon	<input type="checkbox"/>
1072	Michelle Argon	<input type="checkbox"/>
1073	Kevin Helium	<input type="checkbox"/>
1074	Deborah Lithium	<input type="checkbox"/>
1075	Jason Beryllium	<input type="checkbox"/>
1076	Angela Boron	<input type="checkbox"/>
1077	Samuel Carbon	<input type="checkbox"/>
1078	Emily Nitrogen	<input type="checkbox"/>
1079	Christopher Oxygen	<input type="checkbox"/>
1080	Amanda Fluorine	<input type="checkbox"/>
1081	Matthew Neon	<input type="checkbox"/>
1082	Stephanie Argon	<input type="checkbox"/>
1083	Andrew Helium	<input type="checkbox"/>
1084	Heather Lithium	<input type="checkbox"/>
1085	Benjamin Beryllium	<input type="checkbox"/>
1086	Victoria Boron	<input type="checkbox"/>
1087	Gregory Carbon	<input type="checkbox"/>
1088	Christina Nitrogen	<input type="checkbox"/>
1089	Anthony Oxygen	<input type="checkbox"/>
1090	Kimberly Fluorine	<input type="checkbox"/>
1091	Timothy Neon	<input type="checkbox"/>
1092	Shirley Argon	<input type="checkbox"/>
1093	Donald Helium	<input type="checkbox"/>
1094	Michelle Lithium	<input type="checkbox"/>
1095	Kevin Beryllium	<input type="checkbox"/>
1096	Deborah Boron	<input type="checkbox"/>
1097	Jason Carbon	<input type="checkbox"/>
1098	Angela Nitrogen	<input type="checkbox"/>
1099	Samuel Oxygen	<input type="checkbox"/>
1100	Emily Fluorine	<input type="checkbox"/>
1101	Christopher Neon	<input type="checkbox"/>
1102	Amanda Argon	<input type="checkbox"/>
1103	Matthew Helium	<input type="checkbox"/>
1104	Stephanie Lithium	<input type="checkbox"/>
1105	Andrew Beryllium	<input type="checkbox"/>
1106	Heather Boron	<input type="checkbox"/>
1107	Benjamin Carbon	<input type="checkbox"/>
1108	Victoria Nitrogen	<input type="checkbox"/>
1109	Gregory Oxygen	<input type="checkbox"/>
1110	Christina Fluorine	<input type="checkbox"/>
1111	Anthony Neon	<input type="checkbox"/>
1112	Kimberly Argon	<input type="checkbox"/>
1113	Timothy Helium	<input type="checkbox"/>
1114	Shirley Lithium	<input type="checkbox"/>
1115	Donald Beryllium	<input type="checkbox"/>
1116	Michelle Boron	<input type="checkbox"/>
1117	Kevin Carbon	<input type="checkbox"/>
1118	Deborah Nitrogen	<input type="checkbox"/>
1119	Jason Oxygen	<input type="checkbox"/>
1120	Angela Fluorine	<input type="checkbox"/>
1121	Samuel Neon	<input type="checkbox"/>
1122	Emily Argon	<input type="checkbox"/>
1123	Christopher Helium	<input type="checkbox"/>
1124	Amanda Lithium	<input type="checkbox"/>
1125	Matthew Beryllium	<input type="checkbox"/>
1126	Stephanie Boron	<input type="checkbox"/>
1127	Andrew Carbon	<input type="checkbox"/>
1128	Heather Nitrogen	<input type="checkbox"/>
1129	Benjamin Oxygen	<input type="checkbox"/>
1130	Victoria Fluorine	<input type="checkbox"/>
1131	Gregory Neon	<input type="checkbox"/>
1132	Christina Argon	<input type="checkbox"/>
1133	Anthony Helium	<input type="checkbox"/>
1134	Kimberly Lithium	<input type="checkbox"/>
1135	Timothy Beryllium	<input type="checkbox"/>
1136	Shirley Boron	<input type="checkbox"/>
1137	Donald Carbon	<input type="checkbox"/>
1138	Michelle Nitrogen	<input type="checkbox"/>
1139	Kevin Oxygen	<input type="checkbox"/>
1140	Deborah Fluorine	<input type="checkbox"/>
1141	Jason Neon	<input type="checkbox"/>
1142	Angela Argon	<input type="checkbox"/>
1143	Samuel Helium	<input type="checkbox"/>
1144	Emily Lithium	<input type="checkbox"/>
1145	Christopher Beryllium	<input type="checkbox"/>
1146	Amanda Boron	<input type="checkbox"/>
1147	Matthew Carbon	<input type="checkbox"/>
1148	Stephanie Nitrogen	<input type="checkbox"/>
1149	Andrew Oxygen	<input type="checkbox"/>
1150	Heather Fluorine	<input type="checkbox"/>
1151	Benjamin Neon	<input type="checkbox"/>
1152	Victoria Argon	<input type="checkbox"/>
1153	Gregory Helium	<input type="checkbox"/>
1154	Christina Lithium	<input type="checkbox"/>
1155	Anthony Beryllium	<input type="checkbox"/>
1156	Kimberly Boron	<input type="checkbox"/>
1157	Timothy Carbon	<input type="checkbox"/>
1158	Shirley Nitrogen	<input type="checkbox"/>
1159	Donald Oxygen	<input type="checkbox"/>
1160	Michelle Fluorine	<input type="checkbox"/>
1161	Kevin Neon	<input type="checkbox"/>
1162	Deborah Argon	<input type="checkbox"/>
1163	Jason Helium	<input type="checkbox"/>
1164	Angela Lithium	<input type="checkbox"/>
1165	Samuel Beryllium	<input type="checkbox"/>
1166	Emily Boron	<input type="checkbox"/>
1167	Christopher Carbon	<input type="checkbox"/>
1168	Amanda Nitrogen	<input type="checkbox"/>
1169	Matthew Oxygen	<input type="checkbox"/>
1170	Stephanie Fluorine	<input type="checkbox"/>
1171	Andrew Neon	<input type="checkbox"/>
1172	Heather Argon	<input type="checkbox"/>
1173	Benjamin Helium	<input type="checkbox"/>
1174	Victoria Lithium	<input type="checkbox"/>
1175	Gregory Beryllium	<input type="checkbox"/>
1176	Christina Boron	<input type="checkbox"/>
1177	Anthony Carbon	<input type="checkbox"/>
1178	Kimberly Nitrogen	<input type="checkbox"/>
1179	Timothy Oxygen	<input type="checkbox"/>
1180	Shirley Fluorine	<input type="checkbox"/>
1181	Donald Neon	<input type="checkbox"/>
1182	Michelle Argon	<input type="checkbox"/>
1183	Kevin Helium	<input type="checkbox"/>
1184	Deborah Lithium	<input type="checkbox"/>
1185	Jason Beryllium	<input type="checkbox"/>
1186	Angela Boron	<input type="checkbox"/>
1187	Samuel Carbon	<input type="checkbox"/>
1188	Emily Nitrogen	<input type="checkbox"/>
1189	Christopher Oxygen	<input type="checkbox"/>
1190	Amanda Fluorine	<input type="checkbox"/>
1191	Matthew Neon	<input type="checkbox"/>
1192	Stephanie Argon	<input type="checkbox"/>
1193	Andrew Helium	<input type="checkbox"/>
1194	Heather Lithium	<input type="checkbox"/>
1195	Benjamin Beryllium	<input type="checkbox"/>
1196	Victoria Boron	<input type="checkbox"/>
1197	Gregory Carbon	<input type="checkbox"/>
1198	Christina Nitrogen	<input type="checkbox"/>
1199	Anthony Oxygen	<input type="checkbox"/>
1200	Kimberly Fluorine	<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

Updated 18 October 2022 22:42:47 by Larry Simon