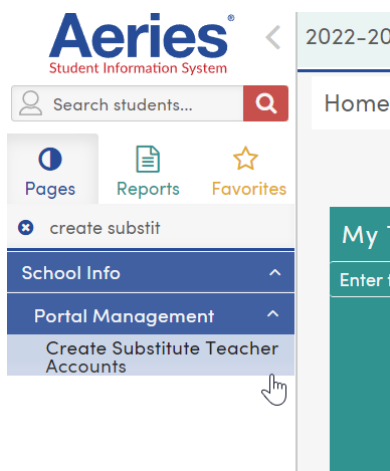


Creating Daily Substitute Teacher Portal Accounts

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 Gold	<input type="checkbox"/>
1010	Anna Silver	<input type="checkbox"/>
1011	Benjamin Copper	<input type="checkbox"/>
1012	Maria Iron	<input type="checkbox"/>
1013	Christopher Nickel	<input type="checkbox"/>
1014	Michelle Zinc	<input type="checkbox"/>
1015	Anthony Lead	<input type="checkbox"/>
1016	Stephanie Tin	<input type="checkbox"/>
1017	Matthew Cadmium	<input type="checkbox"/>
1018	Rebecca Silver	<input type="checkbox"/>
1019	Gregory Gold	<input type="checkbox"/>
1020	Michelle Silver	<input type="checkbox"/>
1021	Anthony Lead	<input type="checkbox"/>
1022	Stephanie Tin	<input type="checkbox"/>
1023	Matthew Cadmium	<input type="checkbox"/>
1024	Rebecca Silver	<input type="checkbox"/>
1025	Gregory Gold	<input type="checkbox"/>
1026	Michelle Silver	<input type="checkbox"/>
1027	Anthony Lead	<input type="checkbox"/>
1028	Stephanie Tin	<input type="checkbox"/>
1029	Matthew Cadmium	<input type="checkbox"/>
1030	Rebecca Silver	<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**.

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