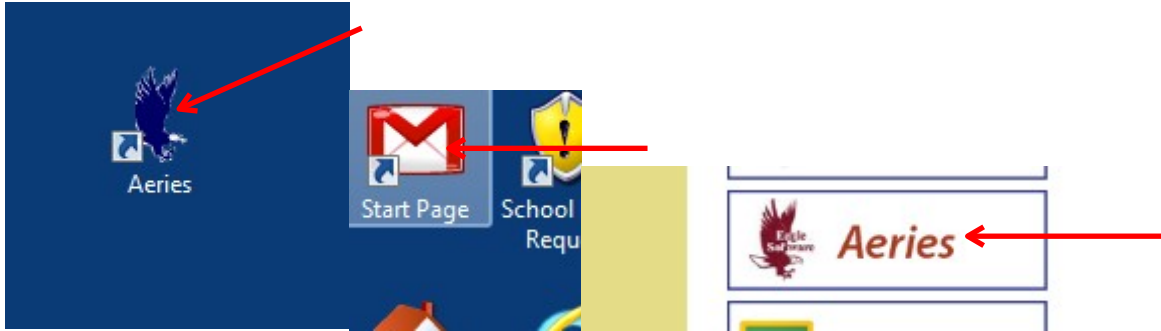# Substitute teachers attendance instructions

After you have logged on to the desktop computer with your computer login provided by human resources.

1. Go to the Aeries Icon on the desktop and click to open. If you do not have an Aeries icon click on the start page. Only use google chrome as your web browser to access Aeries.

2. *You should have an Aeries Login paper sheet provided in the substitute folder you picked up from administration. Your Aeries sign in should look similar to the below example with your teacher's name listed below the account expires date.* ***Do not use the below login information it is for example purposes only.***

3. Click on attendance, you may also take attendance by photo or seating chart if the teacher set up that option.
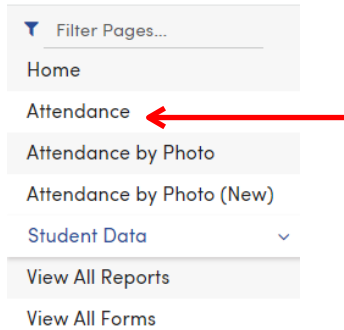
4. Click on the A selection if students are absent or T for tardy students. Then select all remaining students are present to complete attendance for the selected period. Click through all the periods of attendance (if you forgot to take attendance a red error message will warn you that you have missing attendance for the selected period.) Verify you have completed attendance for all periods before you log out of Aeries for the day. You must check out with administration or attendance before leaving school to verify attendance has been submitted for all periods you are responsible to report.