

# Student Authorization Status

1. [Login to Aeries](#)
2. Click on the **Reports Menu**
3. Use the menu filter and **filter** for **Authorizations**
4. **Select Authorization Status**
5. **Login** using your District account, Example: **sbc-district\firstlast**, and your **District password**

## REPORT OPTIONS

1. **Select the school site**
2. **Enter the grade years** you wish to find record for
3. Use the **Authorizations** drop down to select which **authorizations** your looking for
4. Use the **Data Status** to select which **data status** you are looking for
5. Use the **Authorization Status** to select which **authorization status** you are looking for
6. Click on the **View Report** button

Authorization	A - Use The Internet	School	CHAVEZ MIDDLE SCHOOL (318)	Grade	7,8	View Report
Data Status	Current,Outdated,No Data	Authorization Status	Granted			

## DOWNLOAD THE REPORT

1. Click on the **Save Report icon** and select which **file type** you like to save the file to

Your report has downloaded and is located in your downloads folder.

