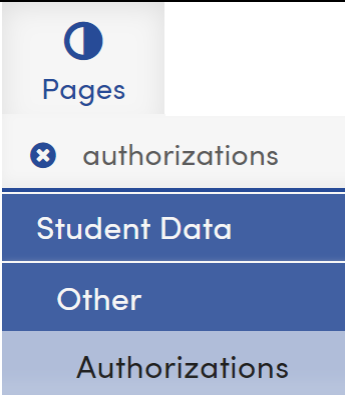


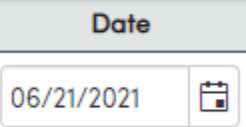



# Using the Aeries Authorizations Screen to Enter Williams Technology Waiver Information

Staff use the Authorizations screen to record if a student has opted out of a device and/or a hotspot.

Login into Aeries:	<p><b>Web Address:</b>  <a href="https://sbcusd.asp.aeries.net/admin/Login.aspx">https://sbcusd.asp.aeries.net/admin/Login.aspx</a></p> <p><b>Username:</b> sbc-district\firstlastname</p> <p><b>Password:</b> District password</p>
Choose your school site.	<p>School:  <input type="text" value="WARM SPRINGS ELEMENTARY SCHOOL..."/></p>
Go to the <b>Authorizations</b> screen.	 <p>The screenshot shows a navigation menu with the following items: Pages, authorizations (selected with a blue highlight), Student Data, Other, and Authorizations (highlighted in light blue).</p>
Search for a student by <b>ID</b> or <b>Name</b> .	 <p>The screenshot shows a search bar with a person icon on the left, the text 'torres, michael' entered, and a red search button on the right.</p>
Click on the <b>Add New Record</b> button.	 <p>The screenshot shows a button with a blue plus icon and the text 'Add New Record'.</p>
The current date will generate automatically.	 <p>The screenshot shows a date field with the text 'Date' above it and '06/21/2021' below it, next to a calendar icon.</p>

<p>Enter <b>Williams Technology Waiver</b> in the Type field.</p>	<p style="text-align: center;"><b>Type</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 100%;"></span> <span style="float: right;">▼</span> </div> <p style="margin-left: 20px;">Williams Technology Waiver</p>				
<p>Enter first day of the effective school year as the <b>Status Date</b>.</p>	<p style="text-align: center;"><b>Status Date</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 100%;"></span> <span style="float: right;">📅</span> </div> <p style="margin-left: 20px;">08/02/2021</p>				
<p>Leave the <b>End Date</b> blank.</p>	<p style="text-align: center;"><b>End Date</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 100%;"></span> <span style="float: right;">📅</span> </div>				
<p>Input <b>Granted</b> in the <b>Status</b> field.</p>	<p style="text-align: center;"><b>Status</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 100%;"></span> <span style="float: right;">▼</span> </div> <div style="background-color: #e0ffe0; padding: 5px; margin-top: 5px;"> 1 Granted </div>				
<p>Choose the appropriate <b>Code</b>. (Enter a separate record for each code if applicable.)</p> <p><b>WO1 District Device Opt-Out</b> Prefer to use own (parent/guardian) provided device</p> <p>-or-</p> <p><b>WOH District Hotspot Opt-Out</b> Prefer to use own (parent/guardian) provided internet</p>	<p style="text-align: center;"><b>Code</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 100%;"></span> <span style="float: right;">▼</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">WO1</td> <td style="padding: 2px;">District Device Opt-Out</td> </tr> <tr> <td style="padding: 2px;">WOH</td> <td style="padding: 2px;">District Hotspot Opt-Out</td> </tr> </table>	WO1	District Device Opt-Out	WOH	District Hotspot Opt-Out
WO1	District Device Opt-Out				
WOH	District Hotspot Opt-Out				
<p>Click the <b>Save</b> icon.</p>	<div style="text-align: center;">  </div>				