

Aeries – Student Assets Check Out

MASS ASSET CHECK OUT

1. [Login to Aeries](#) and type **student check out** into the **Filter Pages** field
2. In the **Pages** menu **click on Student Check Out**
3. Enter the **student ID** per the student checking out the asset
4. **Enter** or **scan** the **barcode** of the device being checked out and press **Enter**
5. Repeat steps 3 and 4 to continue to check out assets to students

ID	Student	Grade	Asset	Item	Cost	Title	Barcode
447909	A...re	6	8541	2	\$100.00	AET Chromebook Inventory	76236513

INDIVIDUAL STUDENT ASSET CHECK OUT

1. [Login to Aeries](#) and locate the **student's record** in Aeries
2. Type the word **assets** into the **Filter Pages** field
3. In the **Pages** menu **click on Student Assets**
4. **Click on Check Out One**, **enter** or **scan** the **barcode**, and **click on OK**

The asset will be listed in the Student Asset Detail window.

OR

to check out **numerous items** to the student, **Click on Check Out Many**, enter the **barcode** and press **enter**.

The items will now show as Resource Checked-Out.

Repeat step as needed to check out additional assets to this student.

Asset	Cost	Item #
4103 - Arroyo Valley Inventory Import	\$100.00	785

NOTE - If you are unable to access these functions in Aeries, please send an email to securityspecialist@sbcusd.k12.ca.us with approval from your administrator.