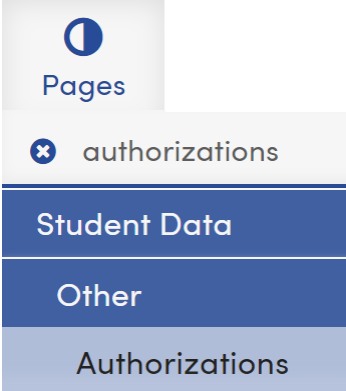


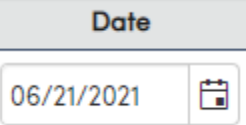



Using the Aeries Authorizations Screen to Enter Williams Technology Waiver Information

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

Login into Aeries:	<p>Web Address: https://sbcusd.asp.aeries.net/admin/Login.aspx</p> <p>Username: sbc-district\firstlastname</p> <p>Password: District password</p>
Choose your school site.	<p>School: <input type="text" value="WARM SPRINGS ELEMENTARY SCHOOL..."/></p>
Go to the Authorizations 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 ID or Name .	 <p>The screenshot shows a search bar with the text 'torres, michael' and a red search icon on the right.</p>
Click on the Add New Record button.	 <p>The screenshot shows a button with a plus sign icon and the text 'Add New Record'.</p>
The current date will generate automatically.	 <p>The screenshot shows a date field with the text '06/21/2021' and a calendar icon on the right.</p>

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