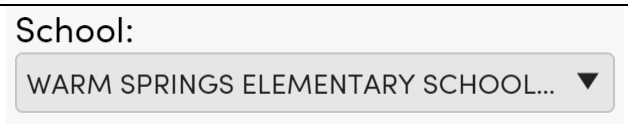
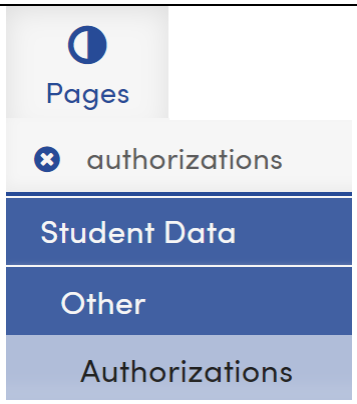
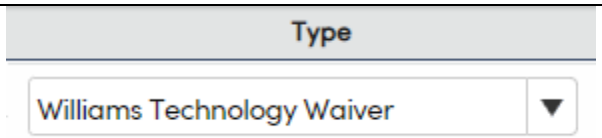
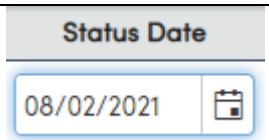
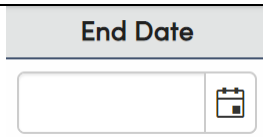
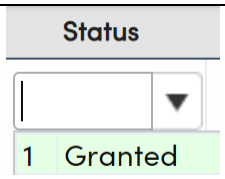
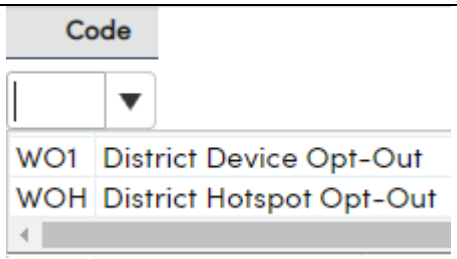
Using the Aeries Authorizations Screen to Enter Williams Technology Waiver Information

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

Login into Aeries:	**Web Address**: https://sbcusd.asp.aeries.net/admin/Login.aspx **Username**: sbc-district\firstlastname **Password**: District password
Choose your school site.	
Go to the **Authorizations** screen.	
Search for a student by **ID** or **Name**.	
Click on the **Add New Record** button.	
The current date will generate automatically.	

Enter **Williams Technology Waiver** in the Type field.	
Enter first day of the effective school year as the **Status Date**.	
Leave the **End Date** blank.	
Input **Granted** in the **Status** field.	
Choose the appropriate **Code**. (Enter a separate record for each code if applicable.) **WO1 District Device Opt-Out** Prefer to use own (parent/guardian) provided device -or- **WOH District Hotspot Opt-Out** Prefer to use own (parent/guardian) provided internet	
Click the **Save** icon.	