



Request Guidelines for Aeries, CALPADS, SASI, E-mail and Long-Term Substitute Accounts

Aeries

- **AeriesCS and Aeries.NET accounts** must be requested by a Principal, Asst. Principal, Principal's Secretary, and Principal's designee through the work order system by [clicking here](#).
- Attending an Aeries training **does not** automatically generate an Aeries account. That account **must** still be requested by your site admin (or designee)
- Users must have an email account in order to have an Aeries account.
- When requesting an account, please indicate what the user will be doing in Aeries (i.e. Attendance Enrollment, Discipline, Health Office, Guidance Counselor, View Only, etc).

CALPADS

- **CALPADS accounts** must be requested by a Principal, Asst. Principal, Principal's Secretary, and Principal's designee through the work order system by [clicking here](#).

SASI Access

- Historical SASI data is available to view student information prior to the 09-10 school year. All 09-10 data is available in Aeries.
- SASI accounts must be requested by a Principal, Asst. Principal, Principal's secretary, or Principal's designee through the work order system by [clicking here](#).

Email Accounts

- **All permanent employees are authorized to have an email account, even if they are only on your site for only 2 or 3 hours a day.**
- Email accounts reflect a user's legal name as it appears in Galaxy. If you want your email account to reflect a different name, please file name change paperwork with HR and open a work order to have your email account changed to match the paperwork filed with HR.
- If a user changes their name and files paperwork with HR, their email does not automatically change to reflect their new name. Please request all email account name changes by [clicking here](#). To ensure that the proper employee is identified, please submit the Employee number and also include the previous and current names.



Long-Term Substitutes

- Must appear in the Galaxy/HR personnel system before an account can be created.
- **Long-Term Substitute accounts** must be requested by a Principal, Asst. Principal, Principal's Secretary, and Principal's designee through the work order system by [clicking here](#).