

ALE Program Manager, Secretary: Setting Up Substitutes V2

You have a couple of different options for setting up Substitutes to use the ALE application while they are on campus:

- Create a couple of generic substitute accounts linked to email addresses you maintain and assign for use when a sub is in your building, and reset the password each time it is used. This makes sense if many subs rotate through and don't often return.
- Create a user account for each individual who subs, attach it to their email address, and make it active only when they are in the building. This makes sense if a small group of individuals often sub for you.

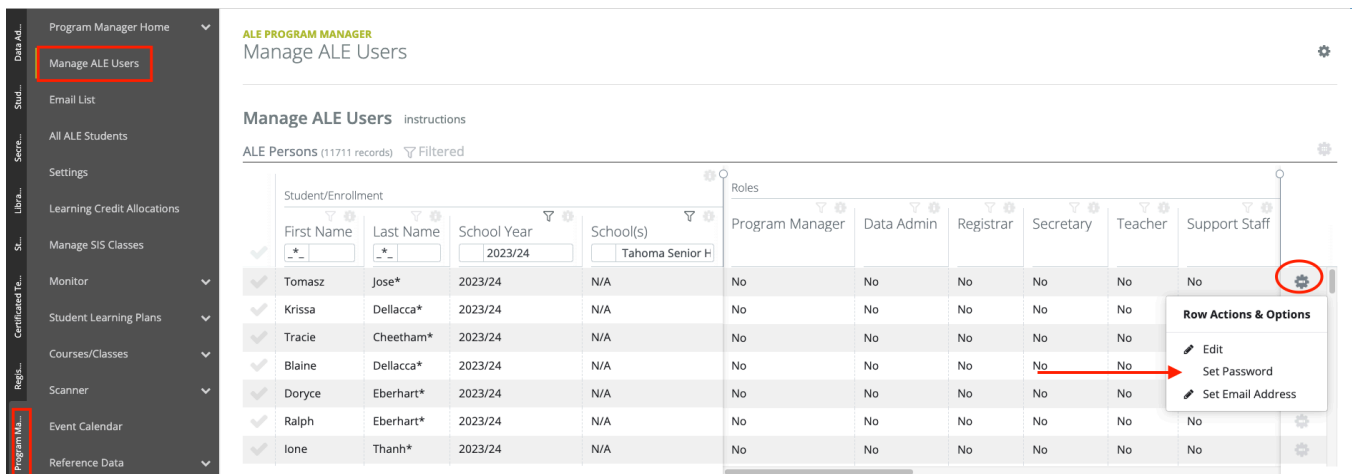
Setting up Generic Substitute Accounts

Each account will need a unique email address. You could set something up on Gmail as simple as teachersubatourschool@gmail.com

You can submit a ticket to the SDS Help Desk or email your Customer Service Representative to request that the accounts be generated in the Admin with a generic name associated, such as "Teacher Substitute 1." You could also create substitute accounts for the Support Staff Role and Secretary/Registrar.

Once the account is set up and you have a substitute in your building, you will take the following steps to grant them access to the system.

1. Reset the password for the sub-account you plan to assign. This step can be done in the **Program Manager Role** on the **Manage ALE Users** page.
2. Filter to find the account you are going to assign.



Student/Enrollment				Roles						
First Name	Last Name	School Year	School(s)	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	
✓	Tomasz	Jose*	2023/24	N/A	No	No	No	No	No	No
✓	Krissa	Dellacca*	2023/24	N/A	No	No	No	No	No	No
✓	Tracie	Cheetham*	2023/24	N/A	No	No	No	No	No	No
✓	Blaine	Dellacca*	2023/24	N/A	No	No	No	No	No	No
✓	Doryce	Eberhart*	2023/24	N/A	No	No	No	No	No	No
✓	Ralph	Eberhart*	2023/24	N/A	No	No	No	No	No	No
✓	Ione	Thanh*	2023/24	N/A	No	No	No	No	No	No

3. Next, use the **Row Action & Options gear** at the far right to select **Set Password**.
4. Follow the prompts to change the password to whatever you would like for this individual's use. You will give them the generic login email address and the password you just created.

Set Password ×

Username (optional)

Password (required)

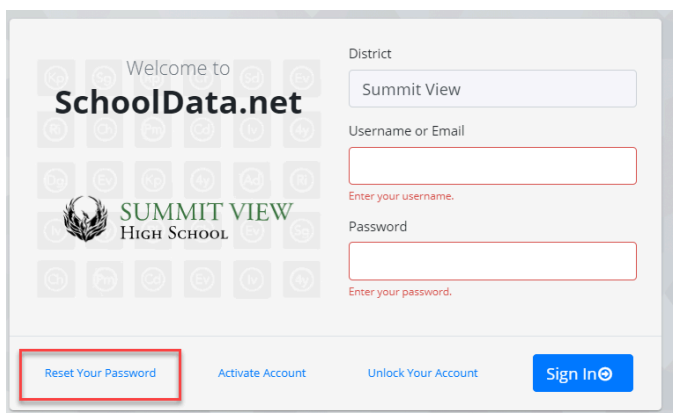
Confirm Password (required)

5. Now the account is ready to go, and you can proceed to the last section, [Assigning User as a Substitute](#).
6. At the end of the individual's time substituting, the password is suggested to be changed to remove their access. You can either set it up for the next user or change it to a generic setting that will be reset when the next user needs the account.

Creating Unique Accounts for Each Individual Substitute

You can submit a ticket to the SDS Help Desk or email your Customer Service Representative to request that the accounts be generated in the Admin for each substitute who frequently returns to your building. You will need to submit their name and email address for them when making the request.

Once the account is created, they will maintain their password, and the first time they use the account, they will need to go through the **Reset Your Password** process from their program login screen, utilizing the email address submitted to create their account.



You will need to “activate” the individual's account each time they are in your building. This step can be done in the **Program Manager Role** on the **Manage ALE Users** page.

1. Start by clicking the **page action gear** in the top right and selecting **Add Employee**.



ALE PROGRAM MANAGER
Manage ALE Users

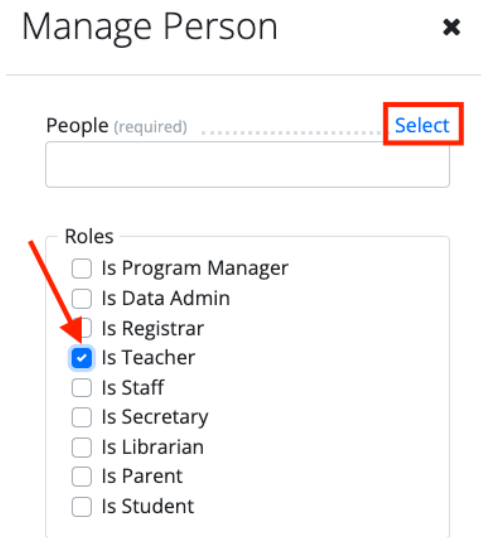
Manage ALE Users instructions

All ALE Users and their Roles (808 records)

First Name	Last Name	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff	Librarian	Parent	Student	
Abbigail	*	No	No	No	No	No	Yes	No	Yes	No	⚙️
Abby	*	No	No	No	No	No	No	No	No	Yes	
Adair	*	No	No	No	No	No	No	No	No	Yes	

Dropdown menu options:
 Add Person
 Add Employee
 Add Student
 Generate User Accounts for all Users

- Next, select the **Employee** and use the filters in the resulting table to locate the user whose account you would like to activate. Place a **checkmark** next to the name and click **Apply**.
- Once the employee is selected, assign the **Roles** they will need to access while in the building by checking the box. Click **OK** when finished. Now the account is ready to go, and you can proceed to the next section, [Assigning User as a Substitute](#).



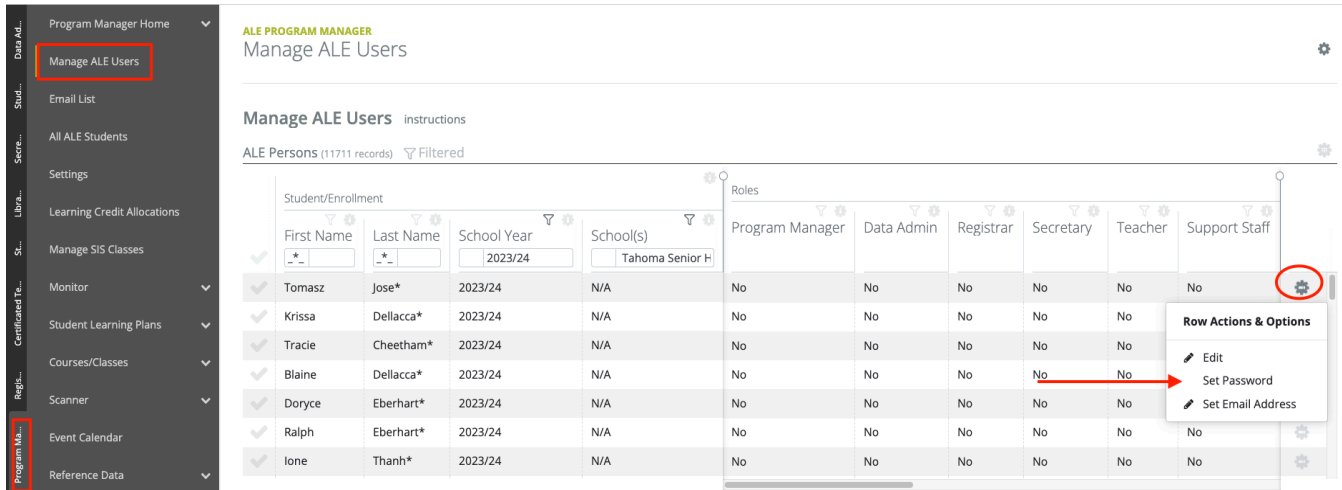
Manage Person ✕

People (required) Select

Roles

- Is Program Manager
- Is Data Admin
- Is Registrar
- Is Teacher
- Is Staff
- Is Secretary
- Is Librarian
- Is Parent
- Is Student

- When the user has completed their substitute assignment, you will need to “deactivate” their account or remove their roles in the ALE application.
- Filter to find the account you are going to deactivate.
- Next, use the **Row Action & Options gear** at the far right to select **Edit**.



Manage ALE Users instructions

ALE Persons (11711 records) Filtered

Student/Enrollment				Roles					
First Name	Last Name	School Year	School(s)	Program Manager	Data Admin	Registrar	Secretary	Teacher	Support Staff
✓	Tomasz	Jose*	2023/24	N/A	No	No	No	No	No
✓	Krissa	Dellacca*	2023/24	N/A	No	No	No	No	No
✓	Tracie	Cheetham*	2023/24	N/A	No	No	No	No	No
✓	Blaine	Dellacca*	2023/24	N/A	No	No	No	No	No
✓	Doryce	Eberhart*	2023/24	N/A	No	No	No	No	No
✓	Ralph	Eberhart*	2023/24	N/A	No	No	No	No	No
✓	Ione	Thanh*	2023/24	N/A	No	No	No	No	No

7. Remove the check marks next to all assigned roles to deactivate their account.

Manage Person ✕

People (required) [Select](#)

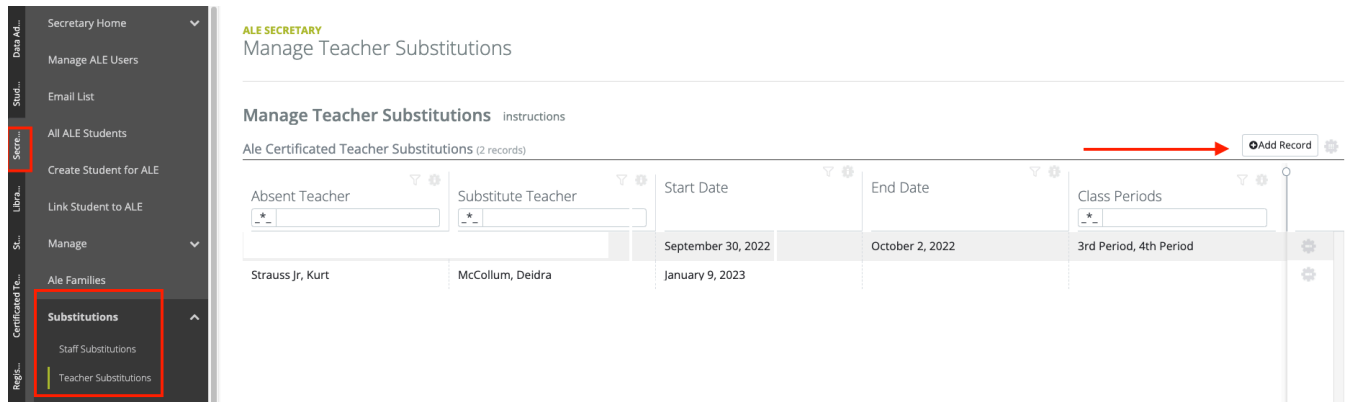
Roles

- Is Program Manager
- Is Data Admin
- Is Registrar
- Is Teacher
- Is Staff
- Is Secretary
- Is Librarian
- Is Parent
- Is Student

Assigning User as a Substitute

Once the account is set up using one of the methods outlined above, you are ready to assign the user as a substitute for the staff member they are covering.

1. This can be done in the **Secretary Role** under **Substitutions** in the left navigation menu by choosing **Staff** or **Teacher Substitutions**.
2. Click **Add Record**.



ALE SECRETARY
Manage Teacher Substitutions

Manage Teacher Substitutions instructions

Ale Certificated Teacher Substitutions (2 records)

Absent Teacher	Substitute Teacher	Start Date	End Date	Class Periods
Strauss Jr, Kurt	McCollum, Deidra	September 30, 2022	October 2, 2022	3rd Period, 4th Period
		January 9, 2023		



[Add Record](#)

3. You will see the following modal. Once all required selections are made, click **Add**.

- **Absent Certificated Teacher/Support Staff (Required)**
- **Substitute Certificated Teacher/Support Staff (optional)**
- **Start and End Date**
- **Class Periods (optional).**

Add Substitution Record

[Validate](#) ✕

Absent Certificated Teacher (required) Select	Substitute Certificated Teacher (optional) Select
Start Date (required) 	End Date (optional) 
Class Periods (optional) Select	

The assigned substitute will now have access to and see all My Classes, Student Learning Plans, etc., for the individual they are substituting for.