

ALE Registrar/Secretary: Setting Up Substitutes (Connect)

Here, you will learn to assign substitute staff or teachers who, for the assigned days, have access to all class meetings and student learning plans regularly associated with the staff or teacher they are assigned to substitute for.

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.

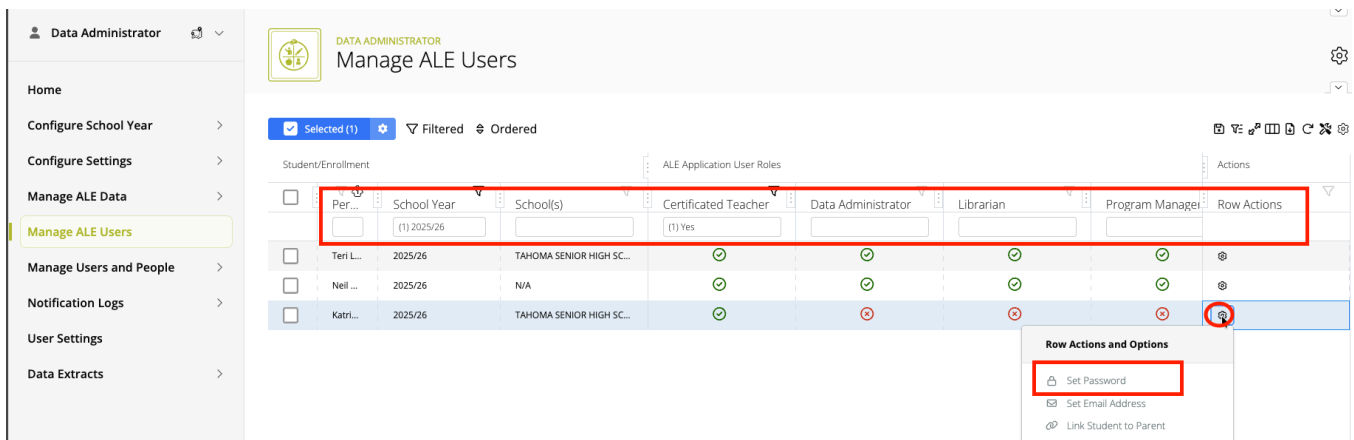
Setting up Generic Substitute Accounts

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 **Data Administrator Role** under **Manage ALE Users** in the left navigation.
2. Use the filters at the top of the columns to find the account you are going to assign.



The screenshot shows the 'Manage ALE Users' interface. The left sidebar contains navigation options: Home, Configure School Year, Configure Settings, Manage ALE Data (with 'Manage ALE Users' selected), Manage Users and People, Notification Logs, User Settings, and Data Extracts. The main content area displays a table of users with the following columns: Per..., School Year, School(s), Certificated Teacher, Data Administrator, Librarian, Program Manager, and Row Actions. The first row is highlighted in blue and has a red box around it. A 'Row Actions and Options' menu is open for this row, showing 'Set Password', 'Set Email Address', and 'Link Student to Parent'. The 'Set Password' option is highlighted with a red box.

Per...	School Year	School(s)	Certificated Teacher	Data Administrator	Librarian	Program Manager	Row Actions
(1) 2025/26			(1) Yes				
Teri L...	2025/26	TAHOMA SENIOR HIGH SC...	✓	✓	✓	✓	⚙️
Neil ...	2025/26	N/A	✓	✓	✓	✓	⚙️
Katri...	2025/26	TAHOMA SENIOR HIGH SC...	✓	✗	✗	✗	⚙️

3. Next, use the **Row Action Gear** at the far right to select **Set Password**.

- 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.

Essentials

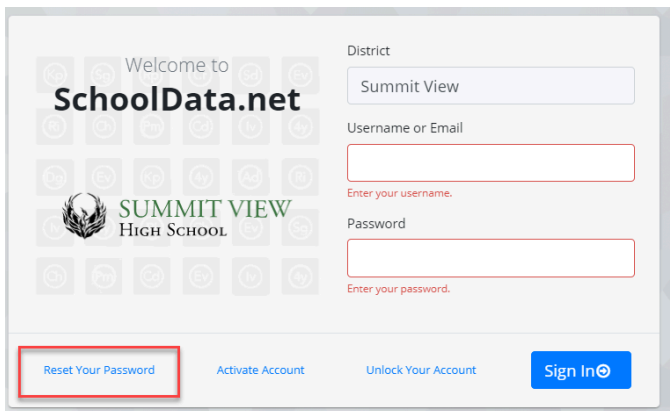
Person	⚙️
<input type="text" value="Aa"/>	Aa
New Password (required)	⚙️
<input type="password"/>	🔑
Confirm Password (required)	⚙️
<input type="password"/>	🔑

- Now the account is ready to go, and you can proceed to the last section, [Assigning User as a Substitute](#).
- 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

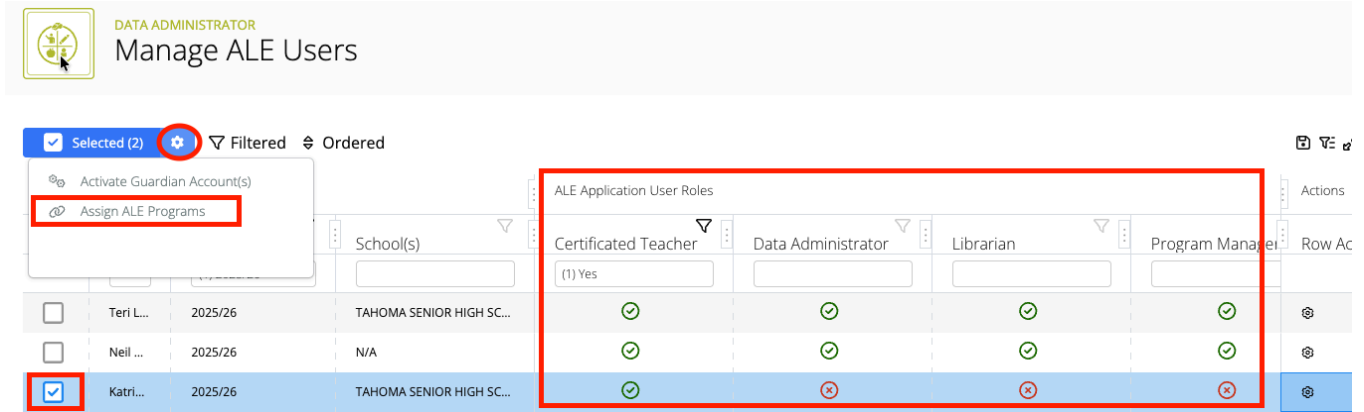
You can submit a ticket to the SDS Help Desk or email your Customer Service Representative to request that the accounts be generated in the Admin for each substitute who frequently returns to your building. You will need to submit their name and email address for them when making the request.

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 **Data Administrator Role** under **Manage ALE Users** in the left navigation.

- Use the filters in the resulting table to locate the user whose account you would like to activate.
- Start by clicking the **checkbox** to the far left, click the **Selected Gear** in the top left, and choose **Assign ALE Programs**.



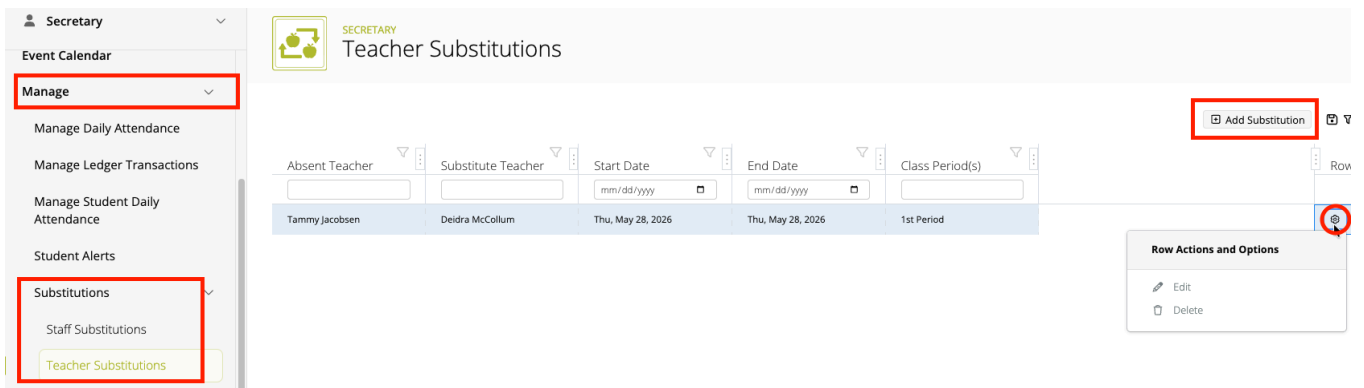
3. Next, assign the **ALE Application User Role** they will need to access while in the building by clicking the radio button. A **checkmark** denotes that the role is active.
4. Now the account is ready to go, and you can proceed to the next section, [Assigning User as a Substitute](#).
5. When the user has completed their substitute assignment, you will need to “deactivate” their account or remove their roles in the ALE application.
6. Filter to find the account you are going to deactivate.
7. Click the **ALE Application User Role** radio button. An “X” icon will denote that the role is inactive.

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.

Role: Registrar, Secretary

1. Start under **Manage** in the left navigation menu and choose **Substitutions**, then **Staff Substitutions** or **Teacher Substitutions**.



2. Click **Add Substitution** at the top right.
 - a. Click the **magnifying glass** in the **Absent Support Staff** field and click the **checkbox** next to the staff.

- b. Select the **Substitute Support Staff** similarly.
- c. Select the **Start and End Dates**.
- d. Click the **magnifying glass** in the **Period(s)** field, click the **checkbox** next to one or more period(s), and click **Accept**.

Essentials

Absent Certificated Teacher (required)	<input type="text"/>	Substitute Certificated Teacher (optional)	<input type="text"/>
Start Date (required)	<input type="text"/>	End Date (optional)	<input type="text"/>
Period(s) (optional)	<input type="text"/>		

3. Click the **Row Actions Gear** at the far right and choose **Edit** or **Delete**.