

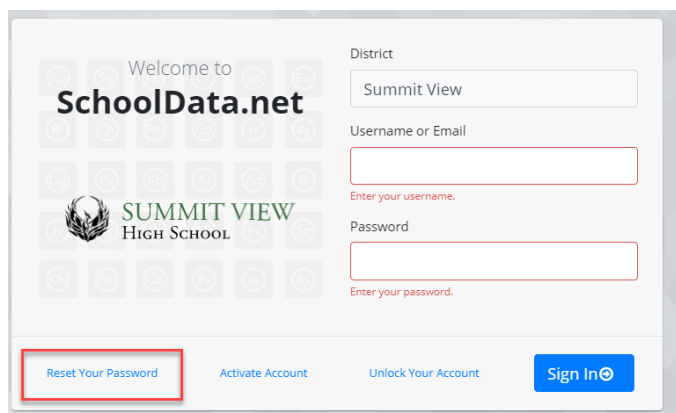
ALE Registrar/Secretary: Setting Up Substitutes (Connect)

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.

Setting up Accounts for Substitutes

Submit a ticket to the SDS Help Desk that includes their full name, district email address, and roles (teacher, registrar, etc) they need.

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.



Certificated Teacher subs can be managed in the **Data Administrator Role** under **Manage ALE Data > Certificated Teachers** in the left navigation. Submit a helpdesk ticket to 'inactivate' a non-cert sub.

Helpful Resource: [ALE Activating/Deactivating Certificated Teachers \(Connect\)](#)

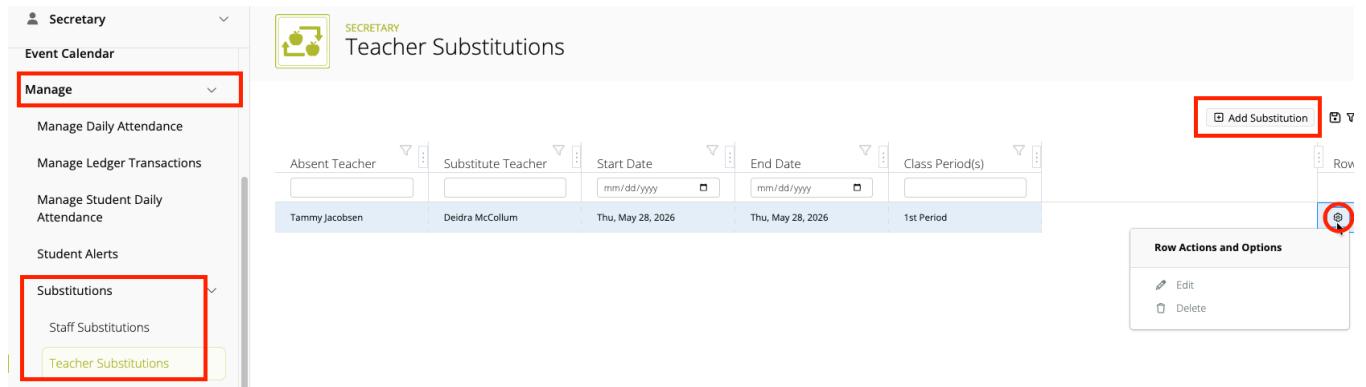
Assigning User as a Substitute

Once the account is set up, you are ready to assign the user as a substitute for the staff member they are covering.

Note: The Staff and Teacher Substitute pages are not program specific. If you have more than one ALE program in your district using the ALE application, sub records for all programs will surface for everyone.

Role: Registrar, Secretary

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



SECRETARY
Teacher Substitutions

Add Substitution

Absent Teacher	Substitute Teacher	Start Date	End Date	Class Period(s)	Row
Tammy Jacobsen	Deidra McCollum	Thu, May 28, 2026	Thu, May 28, 2026	1st Period	

Row Actions and Options

- Edit
- Delete

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**. Periods are only needed for schools that use periods and want to limit the substitute to a specific class period when a teacher is out for one or two periods on a single day.

Essentials

Absent Certificated Teacher (required) 

Substitute Certificated Teacher (optional) 

Start Date (required) 

End Date (optional) 

Period(s) (optional) 

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