

# Account Activation Request System (AARS)

## *Quick Reference Sheet*

**Purpose:** Short-Term Substitute Activation (less than 2 weeks leave cover)

**Exceptions:** Long-term substitutes, student teachers, volunteers and contractors - send these requests to [accounts@sd308.org](mailto:accounts@sd308.org)

### ***Accessing the Application:***

- 1) Open a web browser and go to [accounts.sd308.org](http://accounts.sd308.org)
- 2) Log into the site using your network login and password
- 3) From the AARS system Dashboard, In the Last Name box, type the last name of the sub you wish to enable for your building
- 4) Click search
- 5) From the list of matched users, choose the sub who you wish to enable
- 6) Set an expiration date for the user
- 7) Click "Next" to enable the account
- 8) The next page shows the user name and the date the account will expire. Activation could take up to 45 minutes
- 9) Click return to dashboard

### ***Lost Password:***

Log into AARS to reset a short term substitute's password from your Dashboard. Their password will be reset to SD12345678! and the next time they log in they will be prompted to change their password.

### ***Disabling Access:***

Log into AARS and choose the button next to their name to "Remove from Building" to disable their account and remove access to the district network until they are re-enabled.

### ***Questions?***

Send them to: [accounts@sd308.org](mailto:accounts@sd308.org).