

Substitute Teacher Technology Access Information

Your substitute teacher technology access has been set up by our Technology Department.

At this time, please navigate to my.rjuhsd.us using Internet Explorer (or Firefox) as your browser and follow the onscreen prompts using your log on and password.

- If you do not know your log on or password, please call ext. 1234 from any district telephone.

In order to provide uninterrupted access to your District provided account, we are now providing an automated password reset functionality. In order to take advantage of this functionality, you must first set up three security questions. Please do so at this time.

- Enter the answers to your 3 security questions
- Click on Update Configuration

If you would like to change your security questions at some time in the future, please follow the instructions below:

- Navigate to my.rjuhsd.us using Internet Explorer (or Firefox) as your browser
- Log in using your Username and Password
Note: This is the same Username and Password you use when logging into a district computer.
- Click on Account
- Click on Pwd Reset (Password Reset Configuration)
- Enter the answers to your 3 security questions
- Click on Update Configuration

Moving forward:

If you have set up your security questions, and you forget your password, you will be able to access your password easily and quickly.

If you haven't set up your security questions, and you forget your password, contact the Help Desk from a district phone at x1234 option #1.

Please Note:

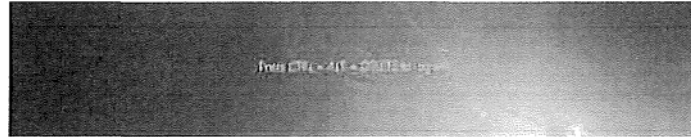
If you ever have a technology problem while in the classroom, from the classroom phone dial x 1234 option #1. This is the number for the Technology Department Help Desk. If a live person doesn't answer, push the # button and leave a message including your name/substitute teacher/and the extension from which you are calling. If you do not receive a phone call in a timely manner, contact the principal's secretary or school office. They may be able to see if there is a technician on site that can help you.

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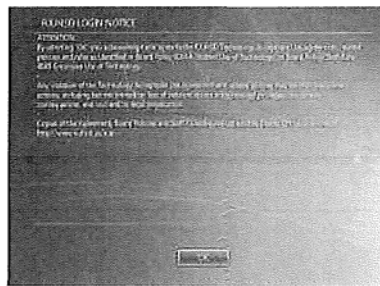
To log into a District computer

Make sure computer and monitor are turned on.

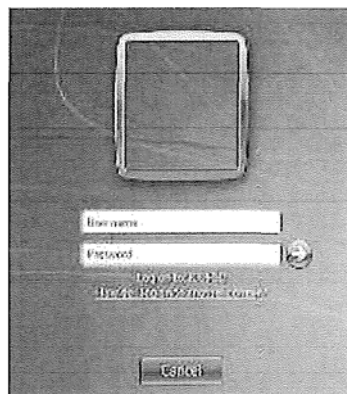
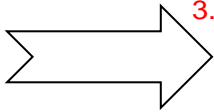
1. Click **Ctrl+Alt+Delete** on the Keyboard when it appears on screen.



2. Click OK to acknowledge and agree to the RJUHSD Technology Acceptable Use Policy (AUP). If you are not familiar with the RJUHSD AUP, a copy of the agreement can be obtained by going to the district website or at www.rjuhsd.us/aup.



3. Type in your **User Name** and **Password**. If you do not remember or know what your user name or password is, you can call the helpdesk at extension **1234**.



To Log into Aeries Web to Take Attendance

1. Open a Chrome Browser or a Firefox Browser window.



Do not use Internet Explorer

2. In the browser, type in aeries.rjuhsd.us or click [here](#).
3. Once there, you can select "**Click here for the Teacher Portal**"



Roseville Joint Union High School District
Aeries SIS

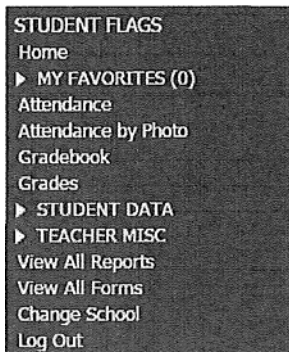
[Teacher Portal]

[Office Staff Portal]

4. At the log in screen, type in the user name and password provided. If you do not remember or know what your user name or password is, you can call or go to the front office of your school and speak to the registrar and they will provide you with your user name and password. You will need your ID.



5. Once you have logged in, click on **Attendance** or **Attendance by Photo** to take attendance.



6. Select the correct period, select the correct check box for: **A-Absent** or **T- Tardy**. Once you have marked all your absent or tardy students, you can click on the "**Mark All Students as Present**". If you have marked a student absent and they come in after you have completed your attendance, you can modify the mark and change the **A** to **T**. If you have any questions, you can call the registrar at the front office of your school for assistance.