**Options for adding a Long Term Sub**

1. ***No User Added in DASL:***
   1. Current teacher can share their user name and password with the substitute.  
      OR
   2. In DASL go to Management-Security-View Users. Pencil the teachers username, change the email address to Long Term Subs. Go to last tab of Reset Password. After new password is retrieved long term sub can use current teachers username and new password

1. ***User added in DASL (Same process as other teachers)***

\*Not on our Email

* + 1. Create an account in DASL as you would for any teacher
    2. Go to [Management](https://dasl.neonetda.org/Management/Default.aspx) » [Security](https://dasl.neonetda.org/Security/Default.aspx) » [View Users](https://dasl.neonetda.org/Security/ViewUsers.aspx)
    3. Click *Add New User*
    4. Fill in the lightning bolted fields. (\*\*Please ignore the ‘Is Vendor’ checkbox))
    5. In the *Account Selection dropdown* choose *Create New Central User*
    6. Click Save – Note: *When you click Save User or Save and New, a user account is created in both StudentInformation (DASL) and Central, and the StudentInformation (DASL) account is now linked to the Central account*
    7. Ensure the Central Account box now appears with Username, domain & Account type
    8. Go to [Management](https://dasl.neonetda.org/Management/Default.aspx) » [Security](https://dasl.neonetda.org/Security/Default.aspx) » [View Staff Members](https://dasl.neonetda.org/Security/ViewStaffMembers.aspx)
    9. Click the Go button next to Add Staff Member
    10. Fill in all required fields
    11. Click Save
    12. Fill in the Staff Member Schools Tab Note: *IMPORTANT!* Job Functions also play a role in Gradebook/SPS. DASL Staff Members with job functions of All, Teacher, Principal, Secretary, Cafeteria Worker, and/or Counselor in a School Building (NOT District) will go over to Gradebook/SPS
    13. Click Save
    14. To associate the staff account to the user account go to [Management](https://dasl.neonetda.org/Management/Default.aspx) » [Security](https://dasl.neonetda.org/Security/Default.aspx) » [View/Edit Staff Member Associations](https://dasl.neonetda.org/Security/ViewEditStaffMemberAssociations.aspx) Note: The intent of the View/Edit Staff Member Associations page is to associate a User account with a Staff Member. TIP: If neonetda.org and username is missing on STAFF account this step has not been completed.
    15. User will be in GradeBook the following day.
  1. Once the user is in GradeBook:
     1. Go to Classes on the Admin home page
     2. Search by teacher of record last name – Go
     3. Turn the triangle - Click Staff tab
     4. Click Add Staff Members
     5. Search by Last name
     6. Check Select Box
     7. Click Update.