**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.
2. ***User added in DASL (Same process as other teachers):***  
    ***\*On Our Email***
3. Use Empower ID to create the users e-mail address/active directory account.
4. Use CDAP to move the user account into StudentInformation (DASL)
5. Log into StudentInformation(DASL). Once back in StudentInformation (DASL) 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)
6. Search for the user you just moved over from CDAP/created a Central Account.
7. Click the pencil to edit the user
8. Verify the box with username, domain and Account Type are the correct Central account.
9. 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)
10. Click the Go button next to Add Staff Member to
11. Complete in all required fields
12. Click Save
13. 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
14. Click Save
15. 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

b. 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.