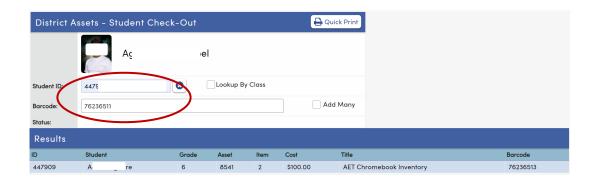
Aeries - Student Assets Check Out

MASS ASSET CHECK OUT

- 1. Login to Aeries and type student check out into the Filter Pages field
- 2. In the Pages menu click on Student Check Out
- 3. Enter the **student ID** per the student checking out the asset
- 4. Enter or scan the barcode of the device being checked out and press Enter
- 5. Repeat steps 3 and 4 to continue to check out assets to students



INDIVIDUAL STUDENT ASSET CHECK OUT

- 1. Login to Aeries and locate the student's record in Aeries
- 2. Type the word assets into the Filter Pages field
- 3. In the Pages menu click on Student Assets
- 4. Click on Check Out One, enter or scan the barcode, and click on OK

The asset will be listed in the Student Asset Detail window.

OR

to check out **numerous items** to the student, **Click** on **Check Out Many**, enter the **barcode** and press **enter**.

The items will now show as Resource Checked-Out.

Repeat step as needed to check out additional assets to this student.







NOTE - If you are unable to access these functions in Aeries, please send an email to securityspecialist@sbcusd.k12.ca.us with approval from your administrator.