

## Setup Aeries login in Unified Workspace



Aeries.net @ Home been replaced by **Unified Workspace** . For first time use, the Aeries login credentials have to be setup. Once you have setup your Aeries.Net login this will work on any computer without going thru another setup. **Very Important!** Before starting, you will need to know your

- **Email Name** firstname.lastname
- **Email Password**
- **Aeries ID** Staff Id 012345
- **Aeries password.**

If you have lost or forgotten your **email** login information call Ramsey at 74743 or Robert Chavez at 74741.

If you have lost or forgotten your **Aeries** login information call rob Blacker at 74721.

**Important:** Unified Workspace **does not work on a Mac with Safari browser**, change to either Chrome or Firefox.

**Login** as staff to the District webpage and scroll down to **Staff Links**, then click on **Unified Workspace**.

Put in your Email Username (First Name.Last Name) no need to put @saud.us.

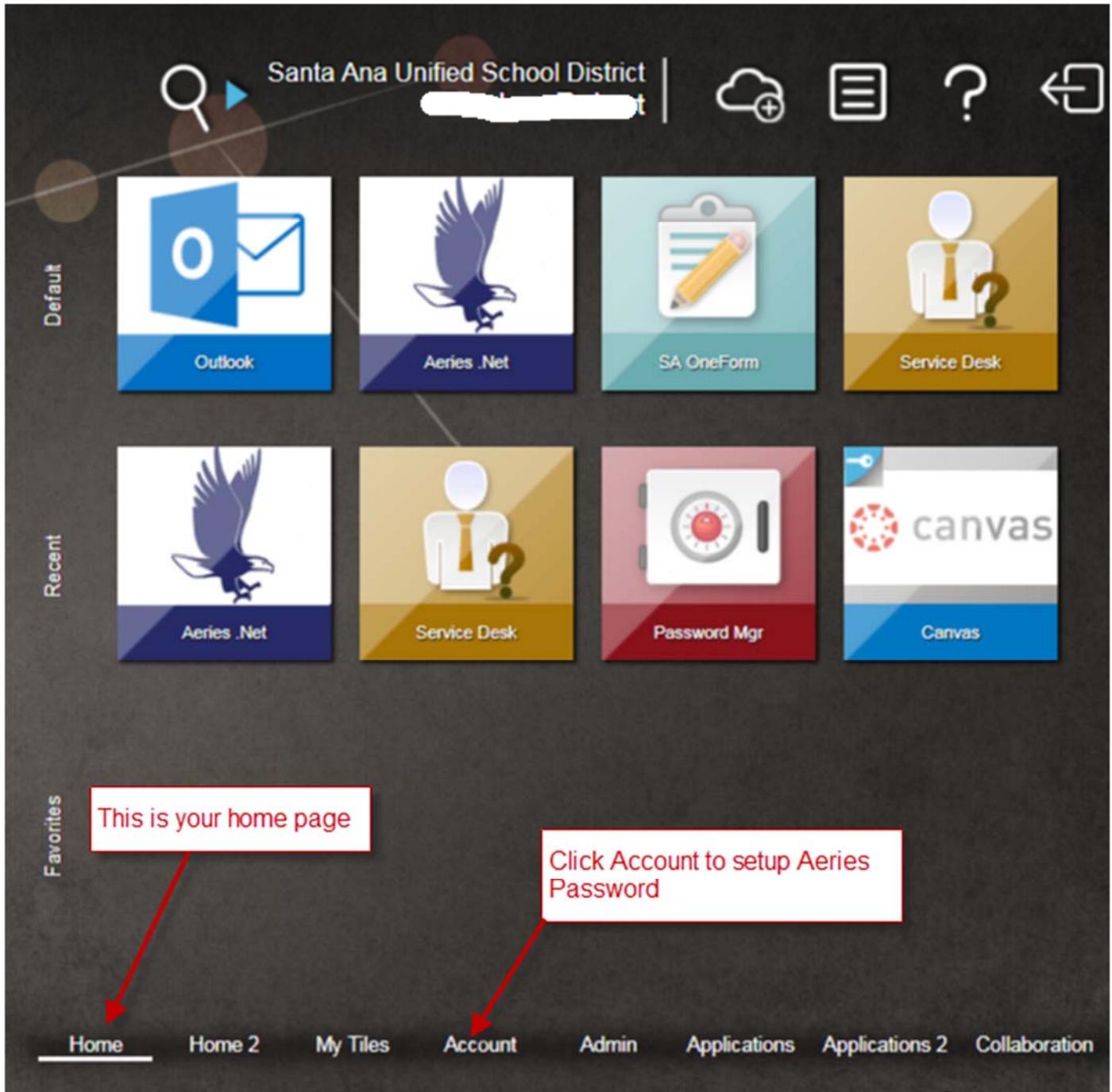
**Password is your email password.**



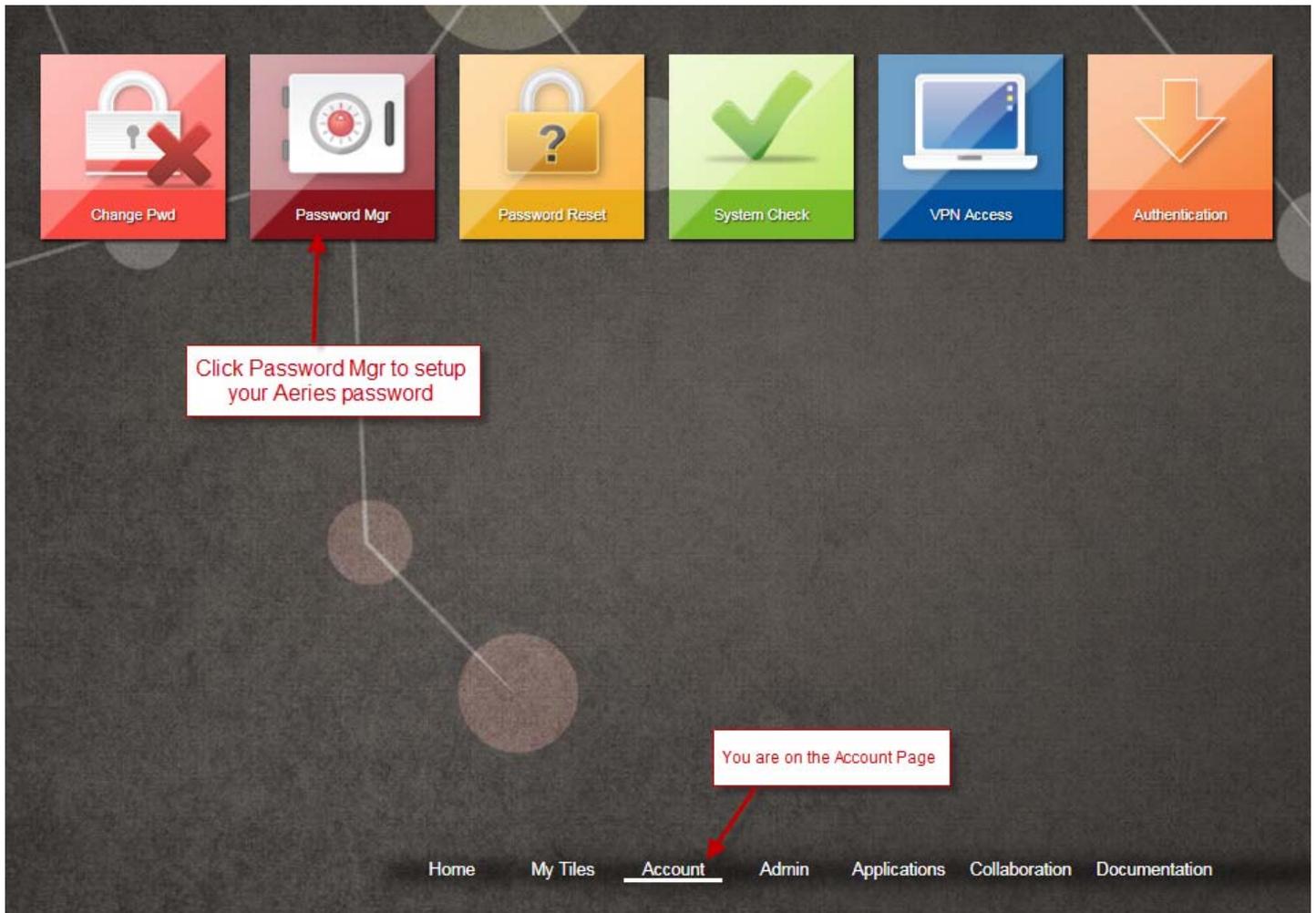
To learn more about Cloud computing Click Additional Information

1. This is the **Home** Page that has the tiles most commonly used.
2. Click **Account** to locate **Password Mgr**. Password Mgr is a **password vault** where passwords are stored and changed.

**Important:** If **WebPass** prompts you to install **Click Cancel**.



Click the **Password Mgr**. **DO NOT** Click **Change Pwd** this will change your Email Password.



**Confirm Identity** by entering your **Email Password**.

## Password Manager

- » Back Office Credentials
- » Dibels Data System Credentials
- » Discovery Education Credentials
- » Edmodo Credentials
- » eSchool Solutions Credentials
- » Google Apps
- » Google Drive
- » Oracle Business I
- » Oracle Credential
- » Oracle Credential
- » Pinnacle Credential
- » Renaissance Plac
- » Renaissance Plac
- » SA\_AeriesNet-App
- » SEIS Credentials

Enter Email Password and  
Submit

### Confirm Identity

Please confirm your identity by entering the password you log in with.

Password:

.....

Submit

Canvas Password

.....



X

Canvas User ID

.....



X

Update Stored Passwords

## Steps to Setup an Aeries Password

1. Click **SA\_AeriesNet\_App**. This will expand to show the **Aeries User ID** and **Password**.
2. Click the **Eyeballs** Icon to view your Aeries login info. Change to your **Aeries User ID** and **Password** and it is Case Sensitive.
3. Click the **Update Stored Passwords** to save the changes.
4. Click the **X** to exit Password Mgr.

The screenshot shows the Password Manager application window. The title bar reads "Password Mgr" and includes standard window controls (minimize, maximize, close). The main content area is titled "Password Manager" and contains a list of credential categories. The "SA\_AeriesNet-App" category is expanded, showing fields for "User ID" (012345) and "Password" (js01601). Each field has an eye icon to toggle visibility. A blue "+" button is located below the SA\_AeriesNet-App section. The "Update Stored Passwords" button is at the bottom right. Red arrows and numbered callouts (1-4) indicate the following steps: 1. Clicking the "SA\_AeriesNet-App" category; 2. Clicking the eye icons to reveal the User ID and Password; 3. Clicking the "Update Stored Passwords" button; 4. Clicking the close (X) button in the title bar.

**Password Mgr**

**Password Manager**

- ▶ Back Office Credentials
- ▶ Dibels Data System Credentials
- ▶ Discovery Education Credentials
- ▶ Edmodo Credentials
- ▶ eSchool Solutions Credentials
- ▶ Google Apps
- ▶ Google Drive
- ▶ Oracle Business Intelligence Credentials
- ▶ Oracle Credentials
- ▶ Oracle Credentials (old)
- ▶ Pinnacle Credentials
- ▶ Renaissance Place Student Credentials
- ▶ Renaissance Place Teacher Credentials
- ▼ SA\_AeriesNet-App

SA\_AeriesNet-App **User ID** 012345

SA\_AeriesNet-App **Password** js01601

+

▶ SEIS Credentials

Canvas Password .....

Update Stored Passwords

Click Home to get back to Home page that has Aeries.



**Click** Aeries.Net in either Default or Recent (doesn't matter), it should log in to Aeries automatically.

If the Aeries login screen is looping repeatedly, close the Aeries tab and go back into Password Mgr to check for mistakes.

**Important:** Unified Workspace does not work well on a Mac with Safari browser, change to either Chrome or Firefox.

The most common mistake is not typing the exact Aeries User ID or Password. (These are case sensitive).

