
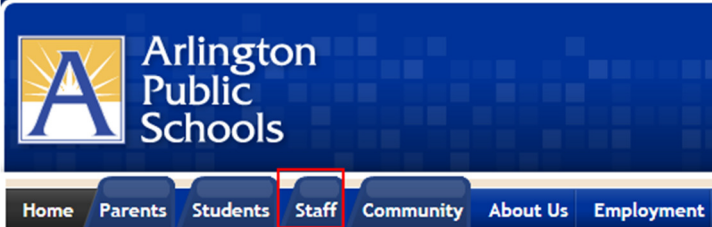


Accessing STAN Online

| Step | Action |
|------|--|
| 1. | Prior to accessing STAN online, you must register over the phone. Please call (571) 303-0317 and follow the voice prompts. The instructions for registering are also listed on the green quick reference card. The system will ask for your User ID and Password which will be sent to you via email by the Sub Coordinator, Corey Dotson. |
| 2. | In an internet browser window, click in address bar .  |
| 3. | Enter the APS Website, www.apsva.us. Enter a valid value e.g. " www.apsva.us ". |
| 4. | Press [Enter] . |
| 5. | Select the Staff tab on the APS Home page.  |

| Step | Action |
|------|---|
| 6. | <p>Select Substitute Teacher Assignment Network (STAN) Online from the Employment Resources section.</p> <p>Employment Resources</p> <ul style="list-style-type: none"> • Cultural Competence • Job Opportunities- complete list of current job openings • Substitute Teacher Assignment Network (STAN) Online • Benefits- benefits available to employees • Employee Assistance Program (EAP)- help and emergency preparedness information • APS Fit for Success blog • Payroll- pay schedules, withholding forms and direct deposit information |
| 7. | <p>Enter your provided User ID.</p> <p><input data-bbox="363 747 646 785" type="text"/> User ID</p> |
| 8. | <p>Enter your provided Password.</p> <p><input data-bbox="363 863 646 900" type="text"/> Password</p> |
| 9. | <p>Click Submit.</p> <p><input data-bbox="363 989 472 1026" type="button" value="Submit"/></p> |
| 10. | <p>End of Procedure.</p> |