Registering for an account

Once parents/guardians or students have the required information in hand (ID Number) they can go to the Aeries Parent or Student Portal link provided by their school or district and click on the **Create New Account** link. This will take the parent or student through the Registration Process. Note: Multiple languages are supported within the portal. Parents can select their desired language as part of the account creation process and will be presented with translated text throughout the process.

Eagle Unified School District



During this process, the individual will be asked for their Account Type.



Next the parent or student will be prompted for an email address and a password to use for their new account.

Step 2	Account Information
Please Enter The Following Information About Yourself	
Email Address:	parent@example.com
Verify Email Address:	parent@example.com
Password:	•••••
Retype Password:	••••••
A verification email will be sent to your email address from: <u>AeriesSupport@example.com</u> Before continuing, please add this email address to your <u>contacts or safe senders list</u> , to ensure you receive this email.	
	Previous Next

After that step, an email will be sent to that email address and the registration process will be halted until they go to their email inbox and click on the **Confirm This Email Address** link in the email that was sent.

Aeries Account Verification(parent@example.com)

To parent@example.com

Thank you for registering for an Aeries account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

Confirm This Email Address

Reject This Email Address

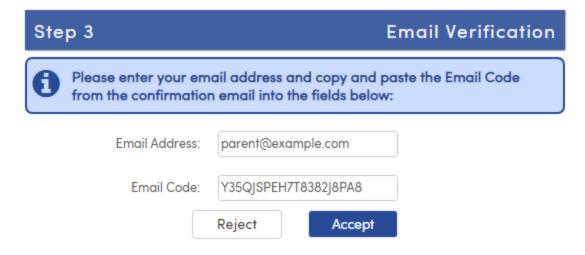
If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.

https://aeries.eagleusd.org/ConfirmEmail.aspx

You will then be prompted for the following information which you can copy and paste into the page:

Email Address: parent@example.com Email Code: Y35QJSPEH7T8382J8PA8

If the person is unable to click on the links in the e-mail, they can manually go to the URL specified and manually Accept or Reject the account. Note: The "Email code" should not be confused with the VPC code. The E-mail code is only used as part of the one-time activation process.



If they click the Confirm link in the email, the following page will be displayed and they can continue with the registration process.

Final Step

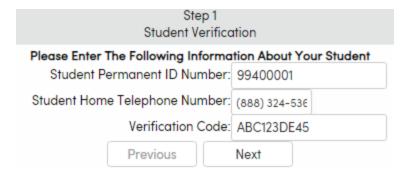
Login to Aeries



Thank you for confirming your email address. You may now login to Aeries and link your account to a student.

Return to Login Page

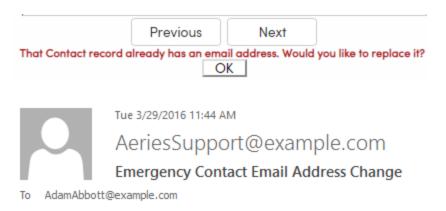
The parent or student will now need to click **Return to Login Page** and Sign In with the email address and password specified previously. The registration process will continue with the parent entering in the ID, Telephone, and Verification Pass Code (VPC) for the student they wish to gain access to. If those 3 pieces of information are verified against a STU record in the database, this account will be associated with that student.



The parent is presented with a list of all contact records (CON) for that student. This only applies if the account was created as a Parent account, and there is at least one contact record for the student. If the account is a Student account, the student email address field (STU.SEM) will be updated.



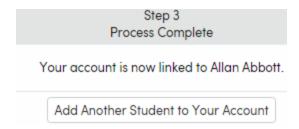
When a name is selected and the parent clicks Next, the account email address will attempt to populate that contact record's e-mail field (CON.EM). If the contact record has an existing email address populated that is different that the account email address, the parent must click OK to replace it. Once overwritten, an email will be sent to the old email address informing the owner that the email address stored in Aeries has changed and to contact the school if there is a concern. If the parent selects "None of the above" no contact records will be updated.



The Emergency Contact Email Address that your school district has on file has changed for the record having the name: Adam Abbott. It is now <u>parent@aeries.com</u>.

If you feel that there has been an error, please contact the school immediately to resolve the issue.

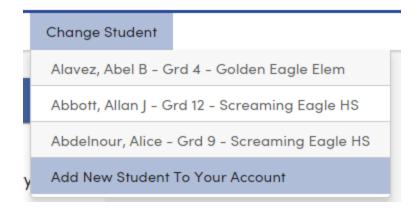
Now that the account is created and associated, the parent or student can use the login page to login to the portal and view the information about their associated student.



Adding additional students to an already created account

The Aeries Parent and Student Portals allow individual parent accounts to be associated with multiple students. The account can even be associated with students from different schools within the same District. This means that parents only need one username and password to access all their students. The parent will need the three pieces of required information before they can add another student to their account.

To add a new student to an account, the user must first log in to Parent Portal. The menu shows **Change Student**, a drop-down list of students currently assigned to this account are listed as well as the option to **Add New Student To Your Account**.



To add additional students, the parent will be prompted for the ID, TL, and VPC and also be asked to select their contact record as mentioned previously. The user will then see the students added in the **Change Student** drop-down and can easily switch between them by clicking on the student's name.

Note: Although parents can add students to their accounts via this method, they may not remove them. To remove a student from an account, a school or district staff person must remove the account for them.