How to set up your Aeries Parent Portal

Before starting, the school needs an active email account from you.
Once your email is registered by the office of your school site, you will receive an email from
DoNotReply@gilroyunified.org
Follow the steps in the email, and create a new password.

Now you can return to the Parent Portal Login page and log into the system using the same email address and password from the previous step.
By selecting the language in the right hand corner of the login field, the website and instructions will be in your home language.

Your Parent portal is now active and you are able to view student information about your son/daughter and update the emergency contact information through the "Data Confirmation" Process.

Data Confirmation
When you log in to your Parent Portal select "home" at the top of your screen.
You will see a yellow bar, select "Click here" to start the student data confirmation process.

Family Information.
- Follow the directions and select the option to complete the survey.
- Select "Confirm and Continue" to go on to the next section.

Student Information
- Review the information shown on the screen. If all the fields are correct select "Confirm and Continue" to go to the next section.
- To make changes, select the "change" button and the screen will open up for you to make changes.
- *Note that if you make any changes to the "Address" fields an email will be send to the school. Please go to the following link for Residence Verification
- After making the change, select "Save" and then "Confirm and Continue"

Contacts
- This field shows your contacts, to change a contact, select the name in the top field and select "Change". If you want to add a contact, select "Add".
- *Note some contacts may be listed as "Do not Contact" Please do not delete those individuals, this record is for informational purposes only for the school and is validated by documentation on file.
- Once done with the changes select "Confirm and Continue".

Medical History
- Please review and edit/add any additional conditions your child may have, by clicking the box a field opens of you to add information.

- Once you have made the changes select "save" and "confirm and continue"

Documents
- Please download and read any documents posted and click the "I have read the required document" field. If you have **not** checked these fields you cannot continue to with the confirmations until you do.

Authorizations
- Review and select "Allow/Accept" or "Deny/Decline" your consent
- Click "Save" and "Confirm and Continue"

Final Data Confirmation
- Once you have completed all the information select "Finish and Submit" When the final step is completed you will receive an email from DoNotReply@gilroyunified.org

Frequently asked Questions

What if I forgot my password?
Open the following website gilroyusd.asp.aeries.net/student and type in the email that is linked to your parent Portal account, then select "Forgot Password"
An email will be send to you from DoNotReply@gilroyunified.org
Follow the steps in the email to create a new password.

Do parents need to create an account every year?
No. This is a one time process. If you have another child that enters the District, you will be able to add them to your existing account when you provide the office staff with your email address.

I have more than one child that attends different schools in the District, do I have to create multiple accounts?
Parents only need to have one account for their family. All children can be linked to the same parent account.

I can not connect all of my children to one account.
For the children that do no show on your Parent Portal the email provided to the school(s) is not the same or is missing.
Contact the front office of your school(s)

What if I see incorrect information on my child's account? (i.e., a phone number or address)
Contact your child's school. You are able to edit and update contact information until August 31 2018, but the school office has to change primary student address and phone number information.

If I move can I update my address through the parent web portal?
Address changes must be done at the school office with the proper paperwork. Parents can view current address information through the parent web portal.

Is it possible for my partner to have a Parent Portal account on his/her email?
Yes, if your partner is listed in the contacts, all he/she needs to do is provide an active email account to your child's school.