

For NEW Incoming parents to CdM MS/HS

Before logging onto the portal, have the following information ready (shown on top of page 1):

- * **Student ID**
- * **Verification Code**
- * **Primary Home Telephone Number**

Aeries Parent Portal Log-In Instructions – New Users

1. Go to <https://aeriesportal.nmusd.us/parent>. **Create New Account.**
2. Select **Parent**, click **Next**.
3. Enter your email address and a password, click **Next**.
4. Verify your email address by clicking the “confirm” link in the message, or enter the Email Code from the message form.
5. Click **Return to Log-in Page**.
6. Log-in with your email address and password.
7. Enter your Student’s ID, Home Telephone #, and Verification Code. Click **Next**.
8. Select your name, or “None of the Above” and click **Next**.
9. You should get a confirmation that your login account is linked to your student’s data.
10. Across the top of the screen to “**Click Here** to confirm the information about your student.” Click that link. To make changes: select **Data Confirmation** from the **Student Info** menu. You can access this all year long to update emergency contacts, telephone numbers, or other information.
11. Follow the on-screen directions to review and update the information for your student. Once the information is correct, click **Confirm and Continue**.
12. In the last section, click **Submit Final Confirmation**.
13. If you have more than one student at this school, click **Add Another Student to Your Account**, and repeat the process above.
14. Once you have completed the process, you will receive a Data Confirmation Receipt via email.

For EXISTING CdM MS/HS parents

Aeries Parent Portal Log-in Instructions – Existing Users

1. Go to <https://aeriesportal.nmusd.us/parent>
2. You will need to do the data confirmation for each student attending CdM MS/HS. Select the student from the Change Student menu.
3. If you need to add a student (e.g. rising 7th grader), select **Add New Student** to your account from the Change Student menu.
4. You should see a bold message across the top of the screen to “Click Here to confirm the information about your student.” Click that link. If you’ve previously confirmed your student’s data, this message will not be shown. But, you may still make changes: select Data Confirmation from the Student Info menu. You can access this all year long to update emergency contacts, telephone numbers, or other information.
5. Follow the on-screen directions to review and update the information for your student. Once the information is correct, click Confirm and Continue.
6. In the last section, click Submit Final Confirmation.
7. If you have more than one student at this school, select the next student from the Change Student menu, then click the message to confirm this student’s data.
8. Once you have completed the process, you will receive a Data Confirmation Receipt via email.