

First Time Accessing Account / Forgot Password

1. At the login screen for HomeLink please click on "Forgot Password?" *Do NOT create a new account. (Accounts have already been created based on your registration form.)

Eagle Unified School District

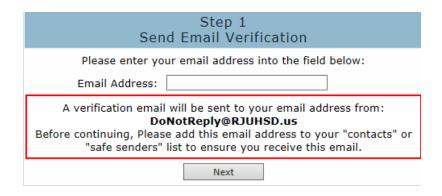


2. On the following screen type in your email address

PARENTS: You must use the email you provided to the school when you registered your student.

STUDENTS: You must use your school issued email address: firstname.lastname@student.rjuhsd.us new students should use their student permanent ID number as their password. If ID # is unknown, parent must log into their parent account to find the student permanent ID number.)

Click "Next". The system will then send an email with your passcode.



3. STOP- PLEASE CHECK YOUR EMAIL TO RETREIVE YOUR EMAIL CODE. DO NOT CLOSE THIS WINDOW. Copy and paste your email code into the field shown below and enter your email address.



Example of the email that will be sent to you with the passcode.

You have indicated that you have lost the password for your Aeries account. Please click the following link to go to a web page that will allow you to set a new password for your account.

Click Here

If the link above is not working and copying and pasting the URL also doesn't work, copy and paste the following URL into your web browser:

https://rosevillejuhsd.asp.aeries.net/student/LostPassword.aspx?command=Reset

The page will then ask you for the following information:

Email Address: anyone@rjuhsd.us
Email Code: 9775F25JXG86RHMW4C24

Step 2 Email Verification		
A verification email has been sent to your email address from: DoNotReply@RJUHSD.us Click the "Confirm" link provided in that email or copy and paste the Email Code into the field below:		
Email Address:	anyone@rjuhsd.us	
Email Code:	9T75F25JXG86RHMW4C24	
	Next	

4. Click on "Next" then the system will prompt you to create a password.

Final Step Set New Password		
Thank you for confirming your email address. You may now enter a new password for your account.		
New Password:		
ReType New Password:		
Next		

5. Once you have changed your password this is the final message you will receive and you may now login to your HomeLink account by clicking on <u>Return to Login Page</u>.

Complete

Your password has been adjusted. You may now login to Aeries.

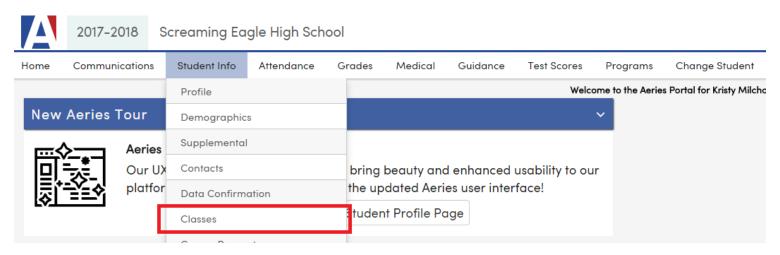
Return to Login Page

How to view classes/schedule

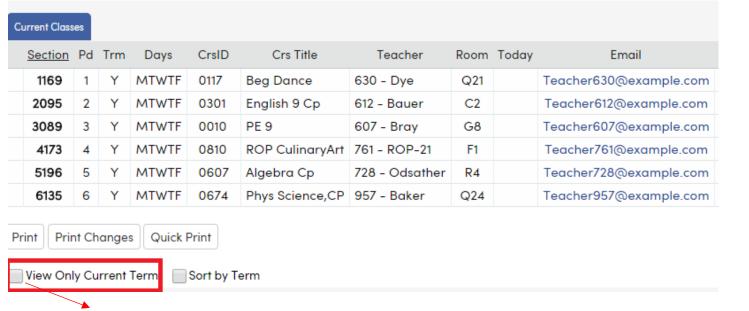
1. After logging into your HomeLink account, click the "Student Info" tab and a dropdown list will appear.



2. Click on "Classes".



3. Please make sure to uncheck "view current term".



Uncheck to view. If box is checked you will be unable to view your schedule.

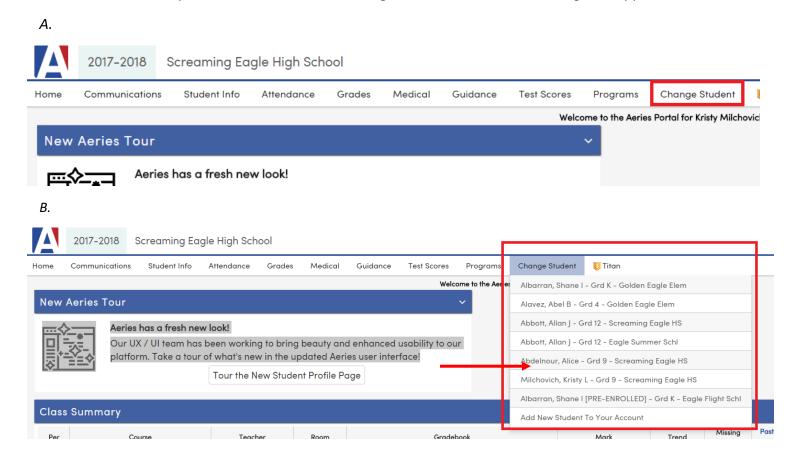
How to switch between multiple students

NOTE: Please DO NOT attempt to "add" or "create" a new account. Accounts are auto-generated based on the email address you provided to the school.

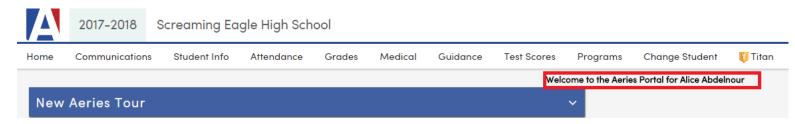
Trouble Shooting: If you have multiple students attending GBHS and do not see other names listed on the drop down list then our school has a different email address on file for that student. There are two options available. Option 1: Log onto Homelink with the other email address submitted using the "forgot password" instructions. In order to link the students, they must be under the same email account. Please see the following page on instructions to change your email.

Option 1- You must come in person to the school office and present ID to the registrar to update your email address.

1. For Parents with multiple students, hover over "Change Student" and a list of siblings will appear.



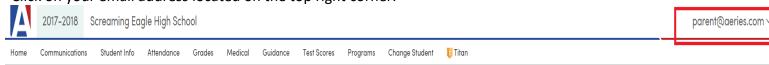
2. Click on the student you want and you will be switched to their account.



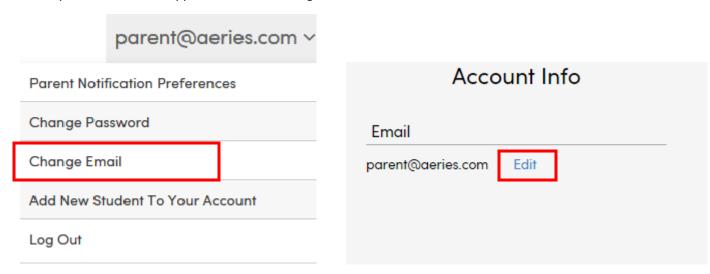
How to change your email

Note: Only **PARENT** accounts can change their email address. Students who try to change to a personal e-mail account will be automatically deleted and locked out until the system can be reset.

1. Click on your email address located on the top right corner.

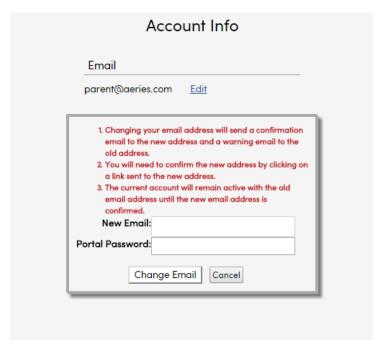


2. A drop down menu will appear. Click on "Change Email" – "Edit"



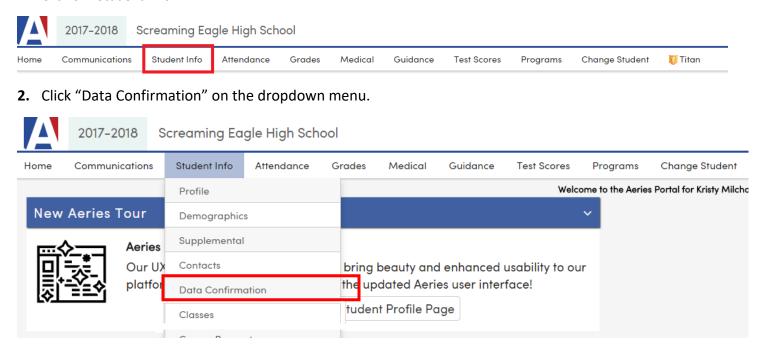
3. Enter your new email address and password.

<u>NOTE: You MUST READ INSTRUCTIONS 1-2 in the box prior to changing your email address.</u> In order to change your email address you must still have access to the email account you are attempting to change. If the email account you are attempting to change has been closed, you must go to the school office to update/change. Due to security reasons, we are unable to change via phone.

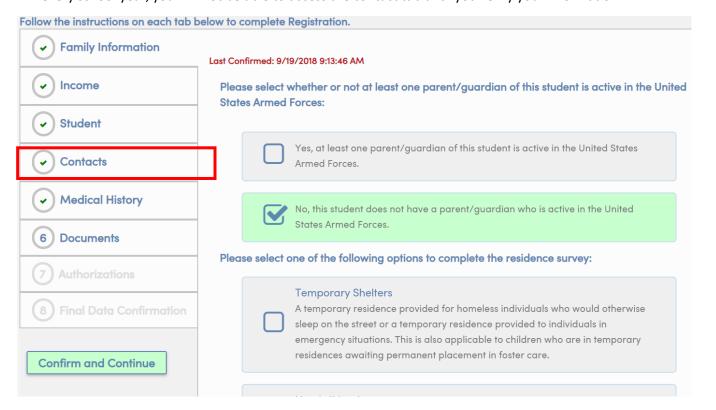


How to update/add/delete contacts:

1. Click on "Student Info"

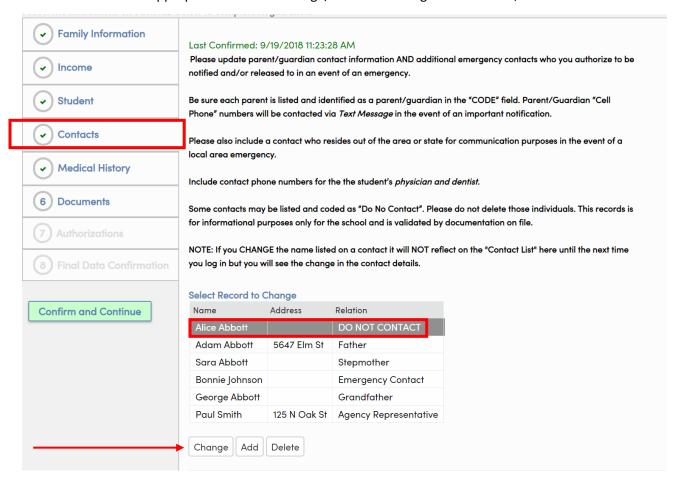


3. Click on "Contacts". Please note if note if you did not complete Data Confirmation; confirming student data required every school year, you will not be able to access the contact tab until you verify your information.



^{*}NOTE: Student address cannot be updated in Aeries. You must provide proof of your new address to your school registrar.*

4. Please select the appropriate record to change/delete. If adding a new contact, select "add".



5. If you selected "change" you can now edit contact information. Don't forget to click "save" at the bottom to update.

