

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

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	Α
	Aeries Student Information System
	Email
	NEXT
	Forgot Password? Create New Account

2. On the following screen type in your email address (<u>PARENTS: You must use the email you provided to the school when you registered your student</u>. <u>STUDENTS: You must use your school issued email address:</u> <u>firstname.lastname@student.rjuhsd.us</u>) then click "Next". The system will then send an email with your passcode.

Step 1 Send Email Verification							
Please enter your email address into the field below:							
Email Address:							
A verification email will be sent to your email address from: DoNotReply@RJUHSD.us Before continuing, Please add this email address to your "contacts" or "safe senders" list to ensure you receive this email.							
Next							

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.

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:								
Email Code:								
Next								

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: <u>anyone@rjuhsd.us</u> Email Code: <u>9T75F25JXG86RHMW4C24</u>

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: a	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. <u>Return to Login Page</u>

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".

Α	2017-2	2018	Screaming Ea	gle High Sch	lool					
Home	Commur	nications	Student Info	Attendance	Grades	Medical	Guidance	Test Scores	Programs	Change Student
			Profile					Welco	ome to the Aerie	es Portal for Kristy Milcho
New	New Aeries Tour		Demographic	Demographics					~	
	<u>~</u> _	Aerie	s Supplemental							
回	Т.	Our UX Contacts		brin	g beauty an	d enhanced	r			
		platfo	Data Confirm	ation	the	updated Aer	ies user inter	rface!		
			Classes		tud	ent Profile P	age			

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

c	urrent Class	es								
	<u>Section</u>	Pd	Trm	Days	CrsID	Crs Title	Teacher	Room	Today	Email
	1169	1	Y	MTWTF	0117	Beg Dance	630 - Dye	Q21		Teacher630@example.com
	2095	2	Y	MTWTF	0301	English 9 Cp	612 - Bauer	C2		Teacher612@example.com
	3089	3	Y	MTWTF	0010	PE 9	607 - Bray	G8		Teacher607@example.com
	4173	4	Y	MTWTF	0810	ROP CulinaryArt	761 - ROP-21	F1		Teacher761@example.com
	5196	5	Y	MTWTF	0607	Algebra Cp	728 - Odsather	R4		Teacher728@example.com
	6135	6	Y	MTWTF	0674	Phys Science,CP	957 - Baker	Q24		Teacher957@example.com
P	Print Changes Quick Print View Only Current Term Sort by 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.

А.										
	2017-2018	Screaming Ea	gle High Sch	bol						
Home	Communications	Student Info	Attendance	Grades	Medical	Guidance	Test Scores	Programs	Change Student	l
							Welco	ome to the Aerie	s Portal for Kristy Milch	ovic
New	Aeries Tour							~		
	Aeries	has a fresh ne	w look!					_		
-										
В.										
	2017-2018 Scream	ina Eagle High Sc	hool			_				
	2017-2010 001001									-
Home C	Communications Stude	nt Info Attendance	Grades Med	cal Guidar	nce Test Scor	es Programs	Change Student	🤴 Titan		
						Welcome to the Aer e	Albarran, Shane	I - Grd K - Golden	Eagle Elem	_
New Ae	eries Tour					~	Alavez, Abel B - (Grd 4 - Golden Eag	gle Elem	
	Aeries has a fi	resh new look!					Abbott, Allan J - C	Grd 12 - Screaming	Eagle HS	
	Our UX / UI te	am has been worki	ng to bring beaut	/ and enhan	ced usability to	o our	Abbott, Allan J - C	Grd 12 – Eagle Sum	mer Schl	
	platform. Take a tour of what's new in the updated Aeries user interface!									
	Tour the New Student Profile Page Milchovich, Kristy L - Grd 9 - Screaming Eagle HS									
-						_	Albarran, Shane	I [PRE-ENROLLED]	- Grd K - Eagle Flight Schl	
Class S	Summary						Add New Studen	To Your Account		
Per	Course	Tea	cher Roon		G	radebook		Mark	Trend Missing	Pa

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

	2017-2018	Screaming Eagle High School								
Home	Communications	Student Info	Attendance	Grades	Medical	Guidance	Test Scores	Programs	Change Student	🥫 Titan
							Welc	ome to the Aerie	s Portal for Alice Abdelr	nour
New	Aeries Tour							~		

How to change your email

Note: Only **<u>PARENT</u>** 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.

Α	2017-2018	Screaming Ea	gle High Sch	ool							parent⊚aeries.com ∨
Home	Communications	Student Info	Attendance	Grades	Medical	Guidance	Test Scores	Programs	Change Student	🥫 Titan	

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

parent@aeries.com ~	
Parent Notification Preferences	Account Info
Change Password	Email
Change Email	parent@aeries.com Edit
Add New Student To Your Account	
Log Out	

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.

Email	
parent@c	eries.com <u>Edit</u>
1. Chang	ging your email address will send a confirmation
old ad	Idress.
2. You w	ill need to confirm the new address by clicking a
a link:	sent to the new address.
email	address until the new email address is
confir	med.
New	imail:
	word:
Portal Pass	
Portal Pass	

How to update/add/delete contacts:

1. Cli	1. Click on "Student Info"										
Α	2017-2018	S	creaming Ea	gle High Sch	ool						
Home	Communication	ns	Student Info	Attendance	Grades	Medical	Guidance	Test Scores	Programs	Change Student	Titan

2. Click "Data Confirmation" on the dropdown menu.

	2017-2	2018	Screaming Ea	gle High Sch	lool					
Home	Commur	nications	Student Info	Attendance	Grades	Medical	Guidance	Test Scores	Programs	Change Student
			Profile					Welc	ome to the Aerie	s Portal for Kristy Milchc
New	Aeries	Tour	Demographic	s					~	
	<u>></u>	Aerie	Supplemental							
		J) Contacts		bring	g beauty an	d enhanced	r			
			or Data Confirm	Data Confirmation		the updated Aeries user interface!				
			Classes		tude	ent Profile P	age			
			C D							

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.

Follow the instructions on each tab below to complete Registration.

Family Information	Last Confirmed: 9/19/2018 9:13:46 AM					
	Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:					
Student						
 Contacts 	Yes, at least one parent/guardian of this student is active in the United States Armed Forces.					
Medical History	No, this student does not have a parent/guardian who is active in the United					
6 Documents	Please select one of the following options to complete the residence survey:					
7 Authorizations	Temporary Shelters					
8 Final Data Confirmation	A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in					
Confirm and Continue	emergency situations. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.					

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".

Family Information Income	Last Confirmed: 9 Please update pare notified and/or rele	1/19/2018 11:23:2 ent/guardian cor ased to in an eve	28 AM stact information AND additic ent of an emergency.	onal emergency contacts who you authorize to be				
Student	Be sure each parent is listed and identified as a parent/guardian in the "CODE" field. Parent/Guardian "Cell Phone" numbers will be contacted via <i>Text Message</i> in the event of an important notification.							
Contacts	Please also include local area emergen	a contact who re icv.	esides out of the area or state	o for communication purposes in the event of a				
Medical History	Include contact phone numbers for the the student's <i>physician and dentist.</i>							
6 Documents	Some contacts may be listed and coded as "Do No Contact". Please do not delete those individuals. This records is for informational purposes only for the school and is validated by documentation on file.							
7 Authorizations								
8 Final Data Confirmation	NOTE: If you CHANGE the name listed on a contact it will NOT reflect on the "Contact List" here until the next time you log in but you will see the change in the contact details.							
	Select Record to Change							
Confirm and Continue	Name	Address	Relation					
	Alice Abbott		DO NOT CONTACT					
	Adam Abbott	5647 Elm St	Father					
	Sara Abbott		Stepmother					
	Bonnie Johnson		Emergency Contact					
	George Abbott		Grandfather					
	Paul Smith	125 N Oak St	Agency Representative					
	Change Add	Delete						

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

	Connact Defans					
		Notes				
Name	Alice Abbott	This field is used to address mailings from the school if applicable.				
Name Prefix						
First Name	Alice					
Middle Name						
Last Name	Abbott					
Name Suffix						
Address						
	City: State: CA Zip: -					
Address Type	Not Applicable 🔻					
Relationship to student	DO NOT CONTACT					
Lives With Student?						
Code	Restricted v					
Mail Tag	▼	Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's.				
Telephone Number						
Work Phone Number						
Cell phone number						
Save Canc	el					