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.

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: AeriesSupport@example.com

Before continuing, please add this email address to your contacts or safe senders list, to ensure you receive this email.

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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.

Step 3	Email Verification

ℹ Please enter your email address and copy and paste the Email Code from the confirmation email into the fields below:

Email Address: parent@example.com

Email Code: Y35QJSPEH7T8382J8PA8

Reject   Accept

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.

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number: 99400001

Student Home Telephone Number: (888) 324-536

Verification Code: ABC123DE45

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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.

Step 2
Emergency Contact Verification

Your account is now linked to Allan Abbott.

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
Mr Adam D. Abbott Jr	Father
Sara Abbott	Stepmother
Alice Abbott	DO NOT CONTACT
Johnson, Bonnie	Emergency Contact
Abbott, George	Grandfather
Smith, Paul	Agency Representative
To: New Mother	Father
None of the above	

[Previous]   [Next]

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.

[Previous]   [Next]

That Contact record already has an email address. Would you like to replace it?

[OK]

Tue 3/29/2016 11:44 AM

AeriesSupport@example.com

Emergency Contact Email Address Change

To   AdamAbbott@example.com

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 parent@aeries.com.

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.