

JOHN F. KENNEDY ELEMENTARY SCHOOL

.NET Portal Account Setup (Parents)

- The following are step by step procedures to create a .NET Portal Parent account to access your child's attendance, emergency card, teacher information and more.

Parents must have the following 4 information items to create an account and associate that account with their student or students.

1. Child's student **permanent ID number**.
2. **School verification code**.
3. Parents must know the **primary telephone number on record with their child's school**.
4. Parents must have a **personal email address** that will be used in creating the Parent Portal account.

To create your account:

Open your web browser and go to <https://aeriesportal.rusd.k12.ca.us/parent> and click the 'Create New Account' link in the bottom of the screen. Note:



- **Step 1** of the sign up process brings up the account type option. Choose the 'Parent' account Option as shown below and click the **Next** button.
 - **Students** – If you are a student following this document, you will need to choose the 'Student' radio button.

- In **Step 2**, you will create your account using your personal email address. Enter **your email address** in the **Email Address** and **Verify Email Address** fields. For illustration we have used a fictitious email address. Enter a password in the **Choose Password** field and retype the same password in the **Retype Password** field. Choose something you can easily remember but is not easy for someone else to guess. Then click the **Next** button.

NOTE: Passwords can be changed via a link on the Parent Portal home page after the registration process is complete.

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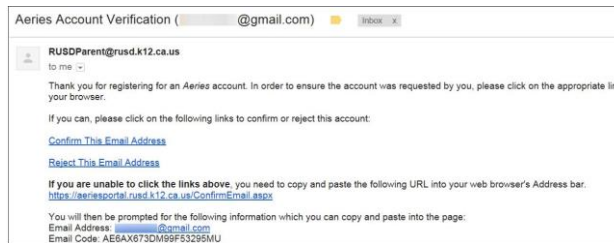
- In **Step 3** you must verify the email address you entered on the previous screen. When you see the screen below an email has been sent to the email address that you specified on the previous screen. The registration process has been halted until you open your email and confirm your email address.

IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN THE EMAIL YOU RECEIVE IN ORDER TO CONTINUE CREATING YOUR PARENT PORTAL ACCOUNT.

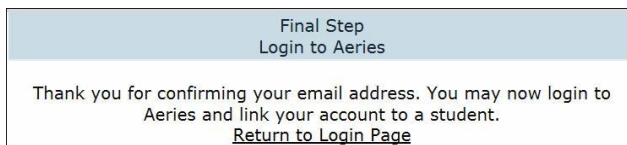


The screenshot shows a web form titled "Step 3 Email Verification". The main text reads: "A verification email has been sent to your email address from: **RUSDParent@rusd.k12.ca.us**. Click the 'Confirm' link provided in that email or copy and paste the Email Code into the field below:". Below this text is an input field labeled "Email Code:" and two buttons: "Previous" and "Next".

- Example of verification email; you will need to open this email to continue with the registration process, and click on '**Confirm this Email Address**' link:



- A window will appear once you confirm your email address like the one illustrated below. To continue the registration process click on the '**Return to Login Page**' link in the message.



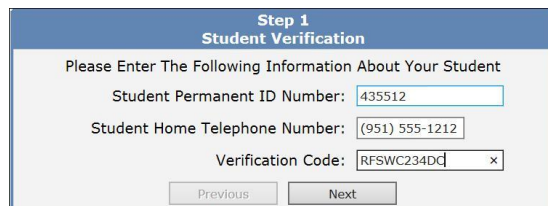
The screenshot shows a message box titled "Final Step Login to Aeries". The text inside reads: "Thank you for confirming your email address. You may now login to Aeries and link your account to a student. [Return to Login Page](#)".

- Now you can enter the logon information that was supplied in Step 2



The screenshot shows the "Aeries SIS Portal" login page. It features a language dropdown set to "English", a username field containing "parent@gmail.com", a password field with masked characters, and a "LOGIN" button. Below the login fields are links for "Forgot Password?" and "Create New Account".

- You will then need to enter the 3 data elements in order to link your account to the desired student. The 3 data elements are **StudentID**, **Telephone** (as it appears in Aeries), and the **VPC code** that is located on the label affixed to Page 1 of these instructions or is available from the school site. Then click **Next**.



The screenshot shows a form titled "Step 1 Student Verification". The text reads: "Please Enter The Following Information About Your Student". There are three input fields: "Student Permanent ID Number:" with the value "435512", "Student Home Telephone Number:" with the value "(951) 555-1212", and "Verification Code:" with the value "RFSWC234DQ" and a clear button (x). Below the fields are "Previous" and "Next" buttons.

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- In the next step, choose your Relationship status, then click **Next**.

Name	Relationship
Emergency Contact	Mother
Emergency Contact	Father
Emergency Contact	Brother
Emergency Contact	Sister
None of the above	

- You should then get a confirmation dialog box verifying that your account has been setup properly to the correct.

- You can click on **'Add Another Student to Your Account'** to add another student, or you can **click on the Home menu** to view information on the current student that your Parent Portal Account is now configured to see.

Data Confirmation is a feature of Aeries that allows parents to update or enter student demographics, contacts, medical conditions, and authorization information. Also allows documents to be available to parents. This process handles the 'Back to School' packet where parents are normally required to fill out updated emergency cards, sign various documents, and establish authorizations.

Once you log into **Aeries Parent Portal**, you will see a banner stating **"You have not yet completed the Student Data Confirmation Process."** Click on the **"Click Here"** link and it will take you into **Data Confirmation** forms. If you do not see the banner you can find **Data Confirmation** under the **Student Info** menu.

Review and update items 1 – 7, after reviewing and updating the tab, you must click the **"Confirm and Continue"** button in order to save the information and move on to the next tab.

Family Information (Tab 1)

Please select one of the following options to complete the residence survey:

- Temporary Shelters**
A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to students in emergency situations. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.
- Hotels/Motels**
A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.
- Temporarily Doubled Up**
A temporary residence where a homeless family is sharing the housing of other persons due to the lack of housing, economic hardship, or other similar reasons.
- Temporarily Misclassified**
A type of residence for homeless individuals that is not meant for human habitation, such as cars, parks, abandoned buildings, open streets, under bridges, bus and train stations, or porches, abandoned in the hospital (not the street). A list of items would be to see the dwelling as comparable to an apartment in that a shelter's but is not adequate housing.
- None of the above**
You may select this option if none of the above home situations apply to the student.

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Student Demographics (Tab 2)

You can update the following fields: Residence Address, Home Telephone, Student Mobile, Corresponding Language, Parent Ed Level, and Record Release.

***Note*:** When you update the residence address it will not automatically change in Aeries as it still requires you to come in with two documents of proof of residence. Once you show proof of residence the front office staff will update the residence address in Aeries.

Contacts (Tab 3)

You can update or add data to the following fields under contacts: Mailing Name, Address, Address Type, Relationship, Lives With ?, Telephone, Work Phone, Mobile Phone, Email address, Employer Name, and Employee Location. This is where you add (2) LOCAL emergency contact and phone numbers. Also, you can **delete** contacts from the **Contacts** table.

Medical History (Tab 4)

Parent(s) can update or add data into the student's medical history

***Note*:** When updating or adding medical information, the effective date should be the date they enter the additional medical information or update the medical information.

Documents (Tab 5)

Click on each **pdf** document to view, read and print. Once you view, read and print the documents, you must click the check box next to each document acknowledging that you have read the document. Most of the documents will need to be signed and brought back to school.

Authorizations (Tab 6)

Please read and indicate your response in the **Status** column then click the **SAVE** button at the bottom of the screen.

Once all items have been completed, the Red Message * Response Required will disappear.

Description	Status
<p>Acceptable Use Agreement Rules and Regulations #6163.4(g) (Ref. Policy # 6163.4) As the parent of guardian, I hereby consent to my student's use of the Internet at school. I also agree not to hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, negligence, or any costs incurred by users.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Media Release The district occasionally receives requests from the news media and other agencies to photograph or videotape/record students. These requests are often received on a spur-of-the-moment basis, which makes it difficult to obtain immediate parental consent. Parental consent is requested for your student to be photographed/videotaped/recorded during the school year. This may include District promotional news clips for social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.).</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>Publishing Student Work/Phone/Name Student work and photos may be published on the Internet for a world-wide audience via RUISlink.net or other District affiliated social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.) with the consent of the student and (if the student is under 18) parent/guardian.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>Student/Parent Handbook I acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2016-2017, and I have reviewed the school discipline information therein.</p>	<input type="checkbox"/> Acknowledge <input type="checkbox"/> Will sign at school site.
<p>* Response Required</p> <p style="text-align: center;"><input type="button" value="Save"/></p>	

Final Data Confirmation (Tab 7)

Click on the **Finish and Submit** button on the left-hand side of the form to finalize your updates and additions to the student's information. Once you click the **Finish and Submit** button, you will be able to print a new **Emergency Card** and bring that and all other documents back to the school site during the 1st week of school.

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The following items to be turned in to your child's teacher by Friday, September 1st, 2017:

1. Emergency card
2. Student Residency Questionnaire
3. Mandatory Parent Notification Receipt
4. JFK Student Handbook Acknowledgement & Verification (page

