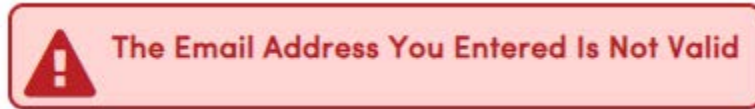


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Additional Aeries Info: [Information Technology](#) page “Aeries Parent Portal Assistance” tab.

CREATING YOUR ACCOUNT:

1. You must use a **valid email address** for your Aeries account:
 - A. If you receive this message: “The Email Address You Entered Is Not Valid”



- Verify that the email address was typed correctly, or if the email address exists.
- B. If you do not have an email address, you must create one.

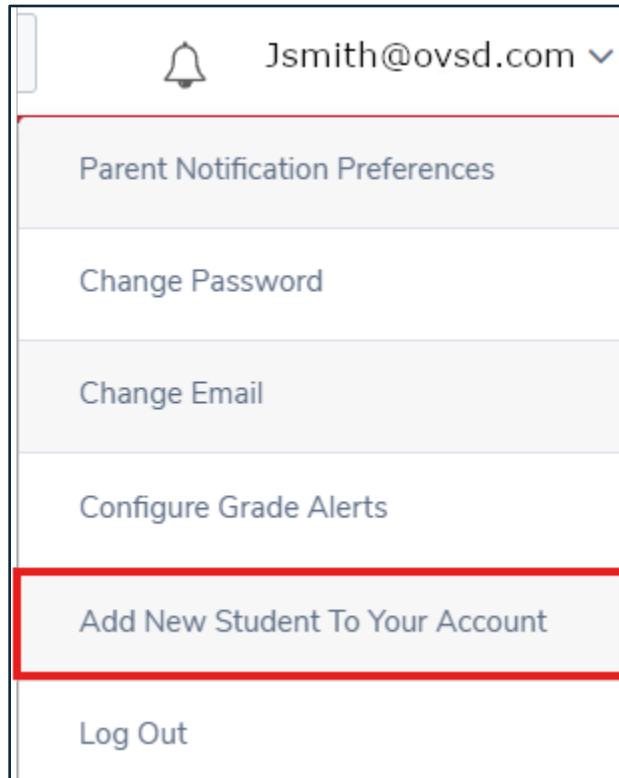
2. If you are **not receiving the confirmation email**:
 - A. Check your SPAM/Junk mail folder for an email from OceanViewSD@Aeries.net
 - B. Do not reply to this email, as it is an unmonitored automated email account.
3. Click on “Confirm This Email Address” button in the confirmation email.
 - a. A follow-up email will be sent confirming your Aeries Parent Portal account has been created.
 - b. Optional: Copy the Email Code and paste it into the Email Code box on the Aeries account creation page. This step is not necessary if you already confirmed your email address.

LINKING YOUR ACCOUNT TO YOUR CHILD:

1. If you do not know the **Permanent ID** and **Verification Code** for your child:
 - A. Your child’s school site should have emailed you via Aeries Communications with your child’s Permanent ID (student ID) and VPC/ Verification Code.
 - B. If you can’t find the email, try searching for “Action Required: Create Your Aeries Parent Portal Account” in your emails
2. If you receive an error message when adding your student:
 - A. Verify “Student Home Telephone Number” is the phone number you provided the school as your “Primary” number.
 - B. Make sure you are using the VPC/ Verification Code from the email provided by your school site via Aeries Communication.
 - C. Do not use the Email Code from the Aeries Parent Portal Account confirmation.

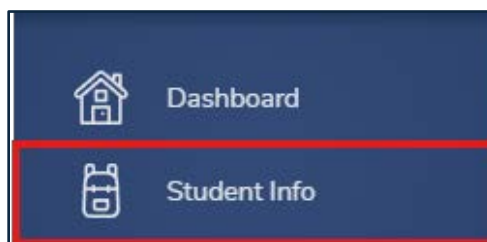
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3. You already had an account from last year, but aren't sure where to link your additional child
 - A. On the upper right-hand corner in the Aeries Portal, click on your email address to expand the drop-down menu.
 - B. Click on "Add New Student to Your Account" and follow the on-screen steps.



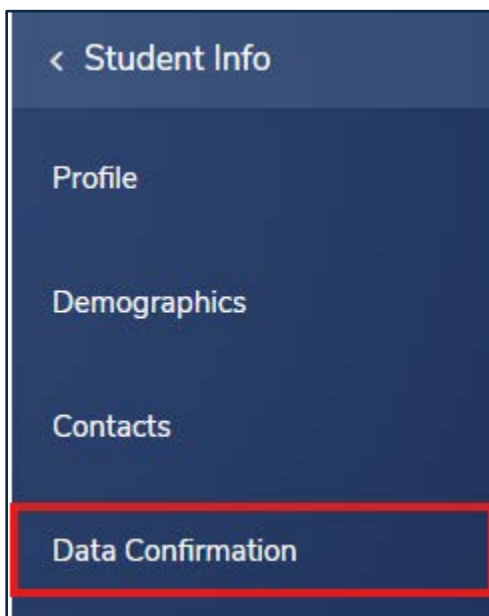
TROUBLE FINDING WHERE THE DATA CONFIRMATION PROCESS IS (especially right after linking a student):

1. If you have not completed the Parent Data Confirmation:
 - A. Click on Student Info in the upper left-hand corner, this will open a sub-menu.



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- B. Click on the Data Confirmation tab to begin the process.



- C. If you get a message that says, “System Error” try logging out and signing back in again.
- D. If you get no error message and still can’t see your parent data confirmation, you will need to call the district office for assistance at [\(714\) 847-2551](tel:7148472551).
2. You have finished the process, but you need to go back and make changes:
- A. Click on Student Info in the upper left-hand corner, this will open a sub-menu.
- B. Click on the Data Confirmation tab to view your previous answers.
- C. You can now click on any one of them to make changes to the answers.
- D. When you are done making changes, make sure to REPRINT your emergency card.