# Baker Elementary School

# Aeries Parent Portal

**Account setup instructions**

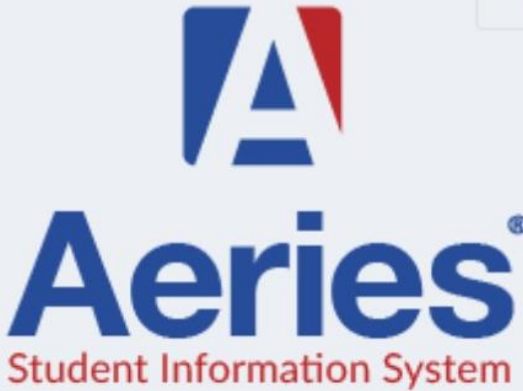https://mountainviewesd.asp.aeries.net/student

# Registering an Account

**Once you have the required information in hand (ID Number, Telephone, and Verification Code), you can now go to the Aeries Parent link and Create your New Account link. This will you through the Registration Process.**

**Note: Multiple languages are supported within the portal. You can select the desired language as part of the account creation process and you will be presented with translated text throughout the process.**

## Eagle Unified School District

English ▾

# Aeries
Student Information System

Email

NEXT

Forgot Password?   Create New Account

**You will need the following items to setup the account:**
- **Student ID number**
- **Primary Telephone**
- **Verification code**

# Step 1

**Select the type of account you are creating.**

**Select : Parent/ Guardian**



Step 1    Account Type - Parent/Guardian or Student

◉ Parent/Guardian    ○ Student

Previous    Next

## Step 2

You will be prompted for an email address and a password to use for your 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.
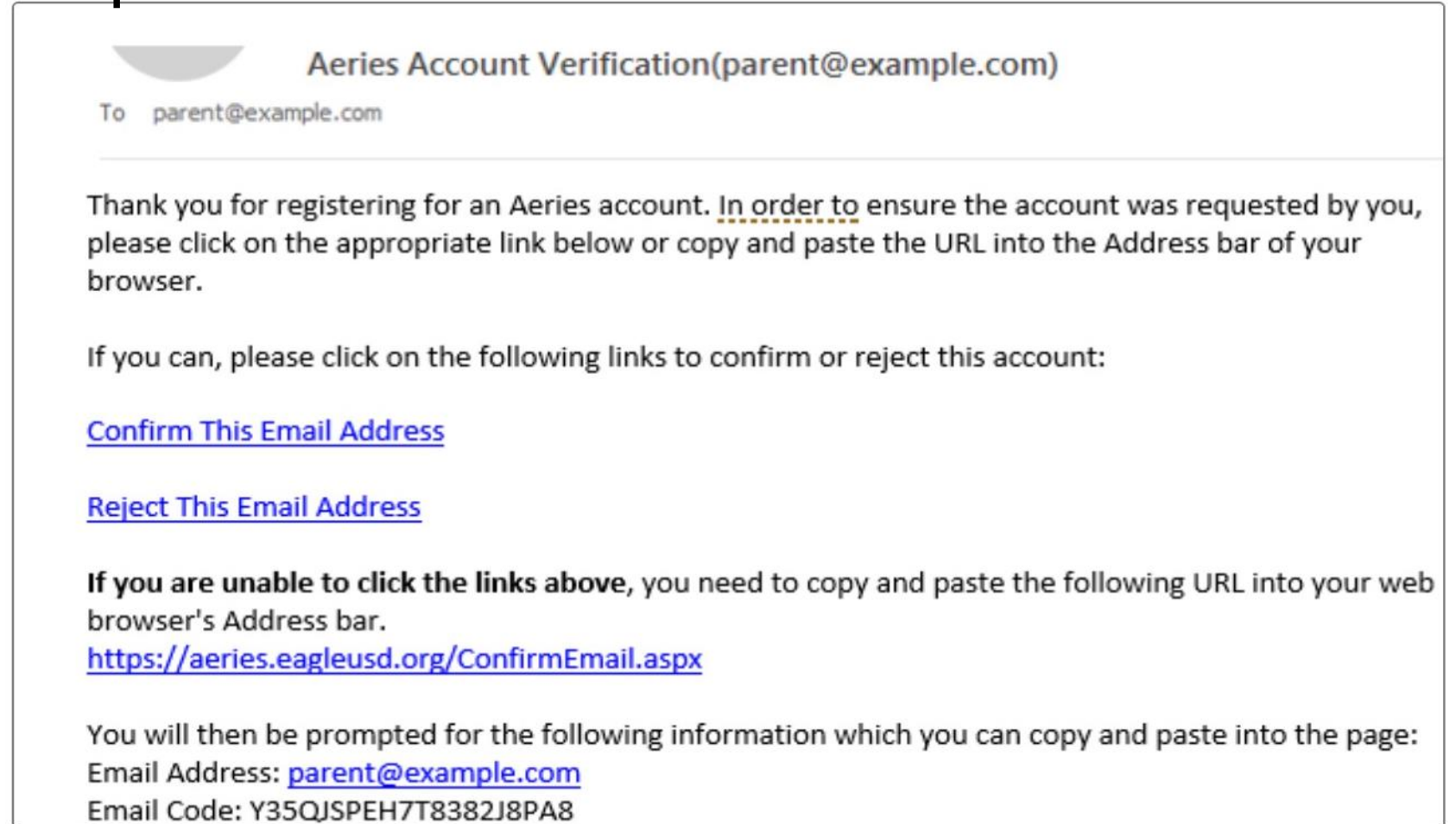
Previous        Next

**The email you receive should look like the sample email below:**

## Confirm Email Address

Next, an email will be sent to that email address and the registration process will be halted until you go to your 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 you are unable to click on the links in the e-mail, you can also 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

Copy and paste the URL from the email you received into your web browser's address bar.
You should receive a prompt like the one this page.
 Enter the information and click " Accept."

You will only need to complete this step if you were not able to click directly from the email link you received.

**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

# Final Step

If you clicked the Confirm link from the email you received, the following page displayed should look like this page and you will now be able to continue with the registration.

You should see this message if you clicked "Confirm this email Address" from the email link.

**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
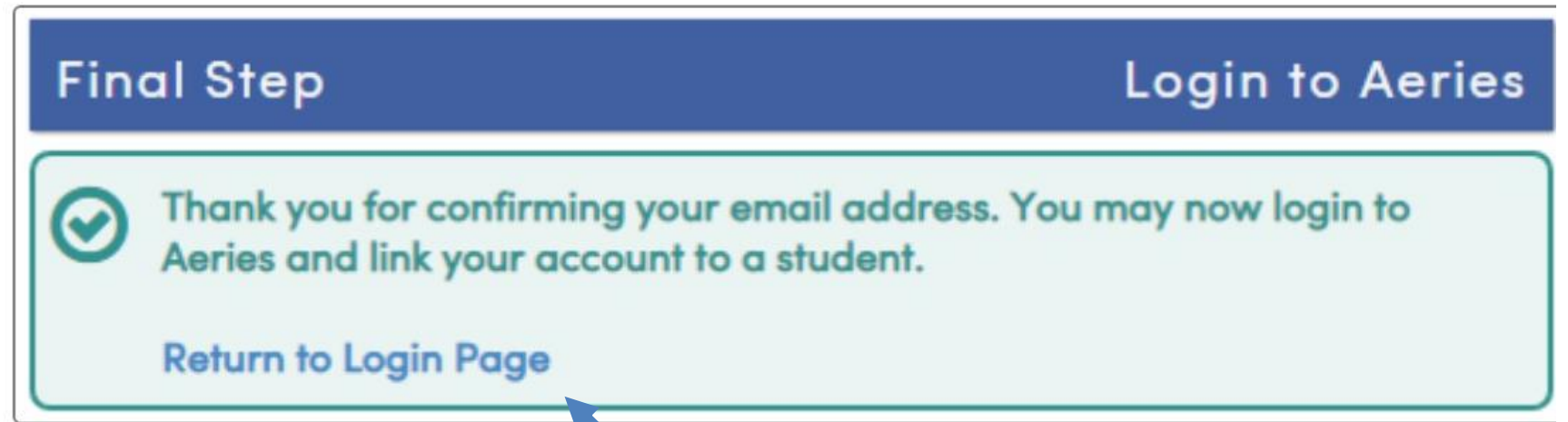
To continue with the registration, click on "Return to Login Page.

# REGISTRATION- STEP 1

After clicking on "**Return to Login Page**" you will need to Sign In with the email address and password specified previously. The registration process will continue by entering in the Student's Identification number, your primary telephone number, and the students verification code.

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

Previous   Next

# REGISTRATION STEP 2

**You will now be presented with a list of all contacts records for this student. You must select a name, then click "Next."**

**You must select one**

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

**Then click "Next"**

If the contact record has an existing email address populated that is different that the account email address, you 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 you select "None of the above" no contact records will be updated.

Click "Next" to update the email address for the selected contact name

| Previous | Next |
|---|---|

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

OK

Tue 3/29/2016 11:44 AM
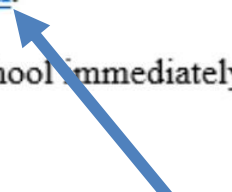
AeriesSupport@example.com

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, you can use the login page to login to the portal and view the information about their associated student.

Once the account is created you know have the ability to add additional students to your account

Step 3
Process Complete

Your account is now linked to Allan Abbott.

Add Another Student to Your Account
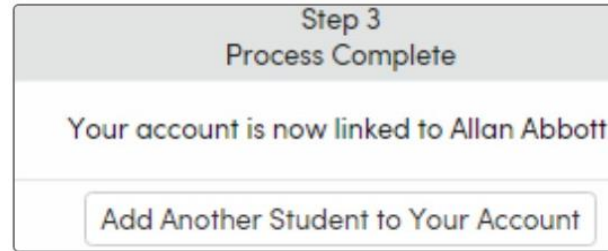
Adding additional students to an already created account

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**.

Change Student

Alavez, Abel B – Grd 4 – Golden Eagle Elem

Abbott, Allan J – Grd 12 – Screaming Eagle HS

Abdelnour, Alice – Grd 9 – Screaming Eagle HS

Add New Student To Your Account
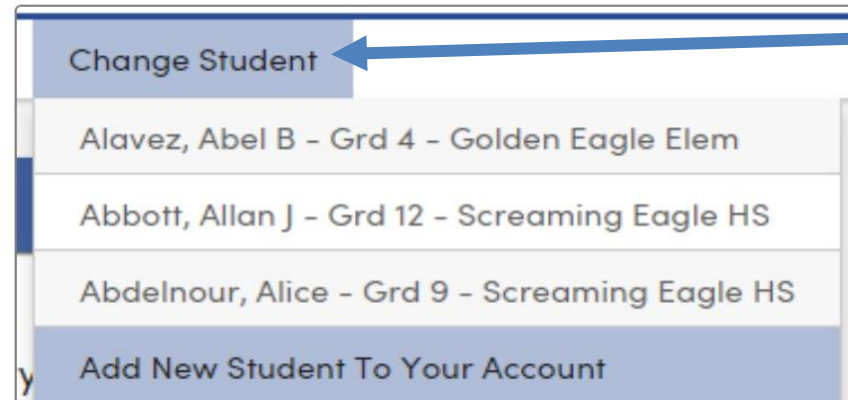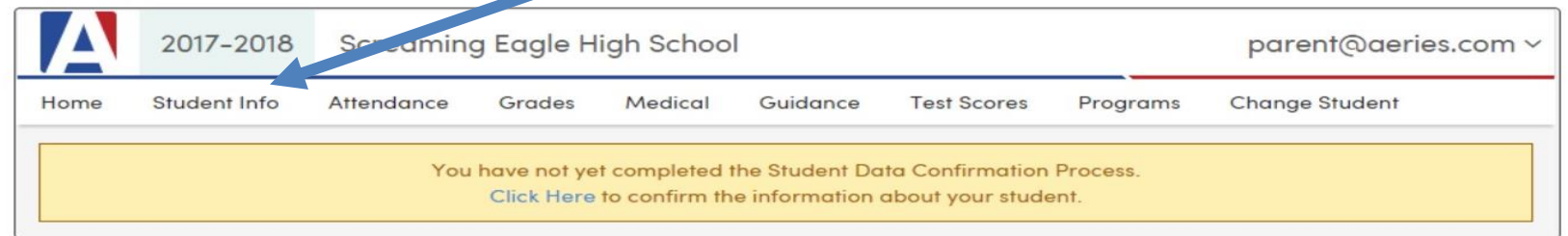
To add additional students, you will be prompted for the students Identification number, primary Telephone number, and Verification code. You will then see the students added in the Change Student drop-down and can easily switch between them by clicking on the student's name.
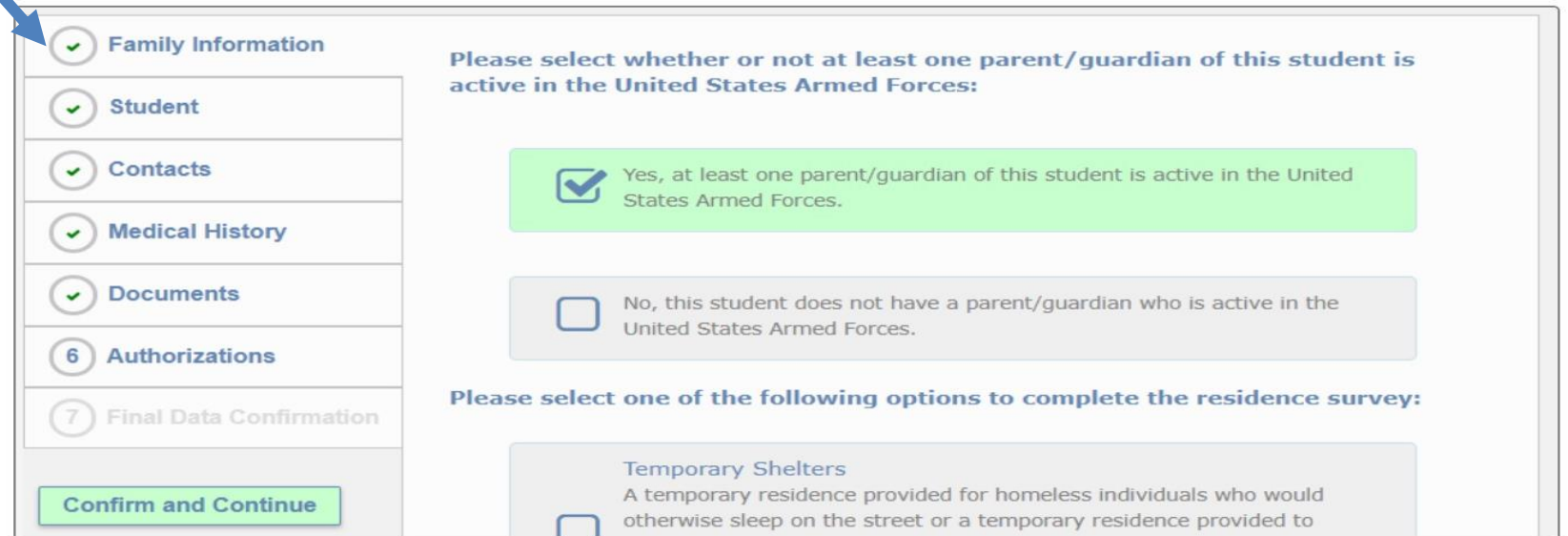
# FINAL STEP

Please complete the "DATA CONFIRMATION PROCESS." **Parent Data Confirmation** is a feature of Aeries that allows parents to update Student demographics, Contacts, Medical conditions, and Authorization information.

A banner message will display on your home page if they have not completed the Data Confirmation process. You can also access **Data Confirmation** from the **Student Info** tab dropdown.



After you click on the link to continue the process, you will be presented with the section listed below that will allow you to complete the required information. You must complete each section.



The **Final Data Confirmation** page will display with a Finish and Submit button. To complete the data confirmation you must click on the **Finish and Submit button**.