



Aeries Online Portal – Data Confirmation

Please follow these instructions to complete **Data Confirmation**:

1. Sign in to your WSD Aeries Online Parent Portal account at my.wsdk8.us using the Aeries SIS Parent Portal during the Data Confirmation Window (**available starting on July 15, 2018**).
2. In the top menu bar, move the mouse cursor over **Student Info** to expand the drop-down menu.
3. Scroll down and click on **Data Confirmation**.
4. You will now begin the **Data Confirmation** steps:
 - a. **Family Information** – Please select one of the options to complete the survey and click **Confirm** and **Continue**.
 - b. **Student** – Read and review each entry in the Student section. If changes are needed, click change at the bottom and make changes. Be sure to click **SAVE** when done. Now click **Confirm** and **Continue**.
 - c. **Contacts** – Read and review each entry in the Contacts section. To change contact information, add a contact, or delete a contact, click the appropriate button. Enter all requested information and click **Save** at the bottom. When finished with all contact information, click **Confirm** and **Continue**.
 - d. **Medical History** – Read and review each entry in the Medical History section. Make any updates to existing medical conditions and add any additional information by clicking on the appropriate selections. Be sure to click **Save**. When finished with all Medical History, click **Confirm** and **Continue**.
 - e. **Documents** – Please download, read, and review the appropriate documents that pertain to your student. Some of these documents may need to be submitted by paper at your in-person registration date and time. You may need to click the box next to each document title to confirm your knowledge of the information contained in each document. When finished with all Documents, click **Confirm** and **Continue**.
 - f. **Authorizations** – Read and review the descriptions of each Authorization and Prohibition. Click Deny, Interested, Not Interested, or Allow based on your preferences. Click **Save**. When finished with all Authorizations, click **Confirm** and **Continue**.
 - g. **Final Data Confirmation** – Click on the **Submit Final Confirmation** button to finish this confirmation.
5. After you click the **Submit Final Confirmation** button, please click on the PRINT button, **Print one copy of the new emergency card**. Print, sign and date, and hold onto the new emergency card. Middle school students will be required to turn in the new emergency card at their assigned In-Person Registration Day in August along with any of the documents downloaded from step 4. Elementary students will turn in their emergency card on the first day of school. **(If you do not have a printer available, you can print these documents during middle school registration or the support date(s) listed for your elementary school.)**

