

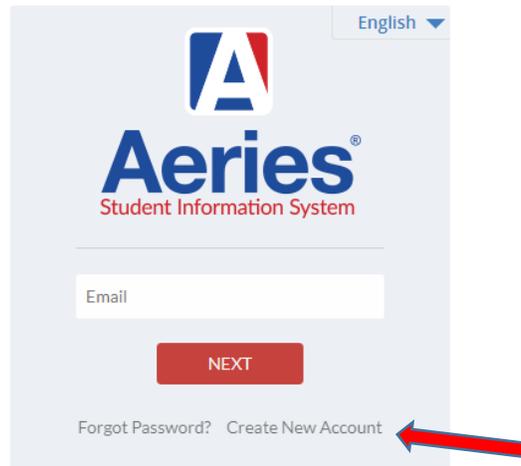
South Monterey County JUHSD Registration Instructions

1. Make sure you have the following information to set up your parent portal account. **If you have a parent portal account skip to step 11.**

- a) Student's ID number
- b) Student's Verification Code from the school office (unique code per student)
- c) Your home telephone number that is on file

2. Go to the following website: <https://aeriesnet.smcjuhsd.org/parentportal>

South Monterey County Joint Union High School District



English

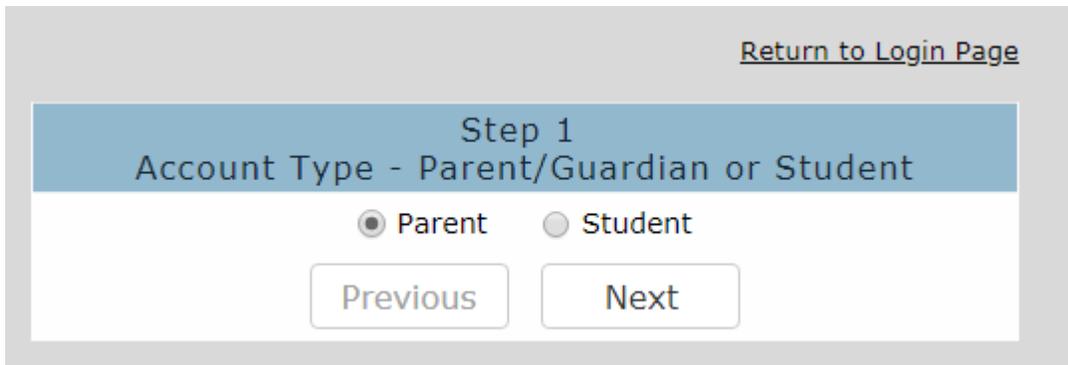
Aeries
Student Information System

Email

NEXT

Forgot Password? [Create New Account](#)

3. Once there, click on **Create New Account** This will take you through the Registration Wizard. During this process, you will be asked for your Account Type.



[Return to Login Page](#)

Step 1
Account Type - Parent/Guardian or Student

Parent Student

Previous Next

4. Next the parent or student will be prompted for their email address and a password to use for their new account.

[Return to Login Page](#)

Step 2 Account Information

Please Enter The Following Information About Yourself

Email Address:

Verify Email Address:

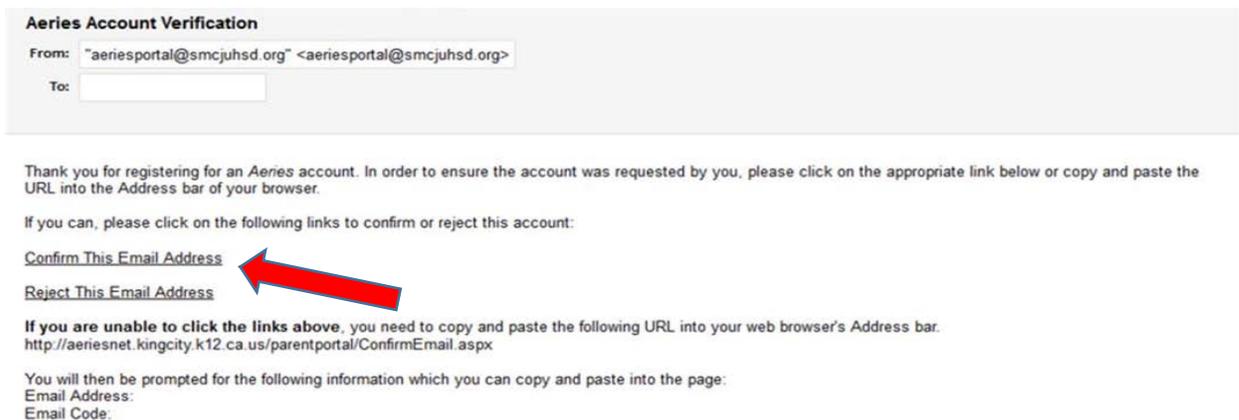
Password:

Retype Password:

A verification email will be sent to your email address from:
aeriesportal@smcjuhsd.org
Before continuing, please add this email address to your **contacts or safe senders list**, to ensure you receive this email.

5. After that step, 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 a “**Confirm**” link in the email that was sent.

Note: The confirmation Code received in this email is NOT the unique Verification Code that you must obtain for each student.



6. The registration process will continue with the parent or student entering in the Verification code, ID, & Telephone number for the student they wish to view.

The screenshot shows a web form titled "Step 1 Student Verification". Below the title, it says "Please Enter The Following Information About Your Student". There are three input fields: "Student Permanent ID Number:", "Student Home Telephone Number:", and "Verification Code:". Below the fields are two buttons: "Previous" and "Next".

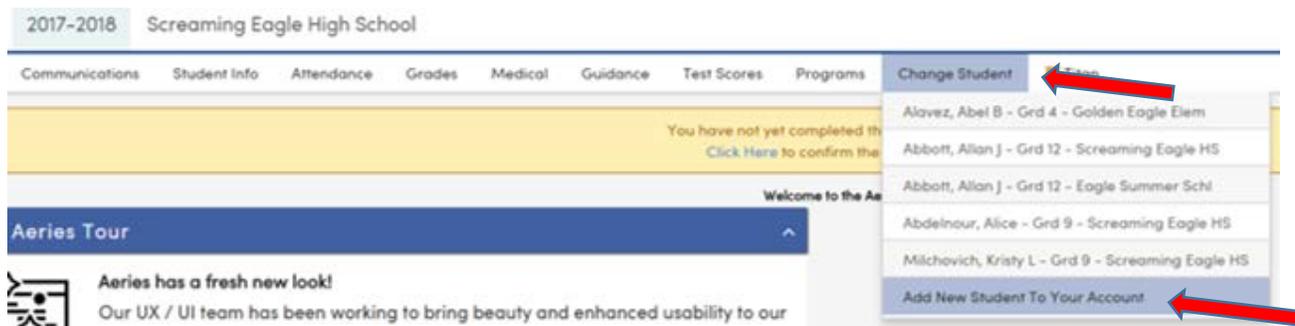
If those 3 pieces of information are verified against a student record in the database, this account will be associated with that student.

7. The next step in the registration process for parents is to select which contact they represent, i.e. Mother, Father, Aunt, etc.

If a record is chosen, the email address for that contact record will be changed to the email address of this account. If that contact record already had an email address, an email will be sent to the old email address informing the owner of that email address that the email address stored in Aeries has changed and that if there is concern about this change, they should contact the school.

8. Now that the account is created, the parent or student can use the login page to login to the system and view the information about their associated student.
9. How to Add Additional Students to an Account

Aeries allows an individual parent (or student) account to actually be associated with multiple students. To add a new student to an account, go to **Change Student** which shows a dropdown list of students currently assigned to this account, and click on **Add New Student To Your Account**.



10. The user will be taken to a page that will prompt the new student's Verification Code, ID, and Telephone number.

Step 1
Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Once the system confirms the information is correct, a confirmation will be displayed. Then the user will see multiple students in the **Change Student** dropdown list and can easily switch between viewing them by simply clicking on the one they wish to view.

11. Re-Registration via Aeries Parent Portal

The **Student Data Confirmation** process is for parents/guardians with **existing** Aeries Parent Portal accounts.

The **Student Data Confirmation** process will appear at the top of the page instructing you to “Click Here” to confirm the information about your student, or you can go to “Student Info” and then “Data Confirmation.”

Home Communications Student Info Residence Grades Medical Guidance Test Scores Programs Change Student Titan

Profile

Demographics

Supplemental

New Aeries Tour

Contacts

Data Confirmation

Activities and Awards

You have not yet completed the Student Data Confirmation Process.
[Click Here](#) to confirm the information about your student.

Welcome to the Aeries Portal for Robert Aadasian

Once in the Data Confirmation page, there will be six sections to review, add or update information.

12. Family Information

In this section you will be asked if a parent or guardian is active in the U.S. Armed Forces and the residence survey. Answer both questions and click “Confirm and Continue.”

Family Information Last Confirmed: 2/21/2018 12:00:09 PM

Student

Contacts

Medical History

Documents

Authorizations

7 Final Data Confirmation

Confirm and Continue

Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

Yes, at least one parent/guardian of this student is active in the United States Armed Forces.

No, this student does not have a parent/guardian who is active in the United States Armed Forces.

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 individuals in emergency situations. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.

13. Student

In this section you can update parent/guardian, mailing, residence of address and phone number.

Please review and update as needed

Student Demographics	
	Notes
Parent/Guardian	This field is used to address mailings from the school if applicable.
Mailing Address King City CA 93930 3503	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Residence Address (if different than Mailing Address) King City CA 93930 3503	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone (831) 385- . . .	
Student's Mobile	
Parent Highest Education Level Some College	

Change

Confirm and Continue

Click the **Change** button at the bottom of the page to make changes. Click "Save" to keep the changes then **Confirm and Continue**.

14. Contacts

The **Contacts** screen will allow you to view each contact for your student and add/update if necessary.

Unable to determine SMTP Server Name.
Contact Data NOT Saved!
Last Confirmed: 2/21/2018 12:00:15 PM

Select Record to Change

Name	Address	Relation
Andrew Adasian	5514 Sunburst Dr	
Anna Adasian	5514 Sunburst Dr	

Change Add Delete

Contact Details

	Notes
Name Andrew Adasian	This field is the school it
Name Prefix	
Middle Name	
Last Name	
Name Suffix	
Address 5514 Sunburst Dr Eagle Point CA 99998	

Confirm and Continue

Click **Save**.

To add a new contact click **Add**. A form will open where you can enter all the Contact information.

15. Medical History

The **Medical History** screen will allow you to view, add and update current medical conditions as necessary.

When selecting a condition, a screen will pop up, enter the date, age and any comments. Click “Save”

Last Confirmed: 2/20/2018 8:40:14 AM

Condition	Effective Date	Age	Grade	Comment
<input type="button" value="Save"/>				

Additional Conditions
Please Check All That Apply

- overheats easily or running problem
- wears glasses for reading
- grass/pollen allergies, takes med.
- frequent nose bleeds
- wears glasses for distance
- moderate bee sting allergy
- severe headaches or migraines
- wears contacts
- bee sting allergy Rx Benadryl
- mild skin problem
- failed color vision screening
- animal hair allergies
- sit in front to help focus
- hearing loss Right ear, sit R side
- dust, mold allergies
- sit in front to help see board
- hearing loss Left ear, sit L side
- mild, occ. asthma, bronchitis
- sit in front to help hear
- hearing loss both ears, sit front
- occ. inhaler use for breathing
- sit in front - preference
- tubes in ears, intermittent loss
- mild food allergy

Effective Date: 02/21/2018
Age: 0
Grade: 0
Comment:

sit in front - Dr/Nurse request

glasses all the time

mild grass/pollen allergies

has medication/inhaler at school

If a medical condition is no longer applicable, please click the “No Longer Applies” button. After all the Medical History has been updated click on **Confirm and Continue**.

16. Documents

The **Documents** screen will provide various documents that you will need to read. Please check the box that says you have read the document. Check boxes are to the far right. If you do not see the check boxes, hold the **Ctrl** key down and push the **—** key to zoom out.

Please update all information

Last Confirmed: 7/22/2017 1:37:39 PM
Please review and print a copy for your records.

Documents	
Annual Parent/Guardian Notification--Notificacion Anual Para Padre/Tutor 2017-2018	<input checked="" type="checkbox"/> I have read the document
Uniforma Complaint Procedures Annual Notice/Notificacion Anual de Produdimiento Uniforme de Quejas (UCP) 2017-2018	<input checked="" type="checkbox"/> I have read the document
Lunch Application--Aplicacion de Comida 2017-2018.pdf	<input type="checkbox"/>

You may apply for free or reduce lunch by completing the entire application. Make sure you sign the application b. Alternatively, simple out

Click on **Confirm and Continue**.

17. Authorizations

The Authorizations and Prohibitions screen will display important district notifications for you to read and acknowledge.

Description	Status
<p>* In the event of an emergency, I request that all medical information be given to teachers and other district personnel. In an emergency due to serious illness or accident, when we cannot be contacted, the school authorities have our permission to use their best judgment in the interest of our child's health. (Emergency phone numbers provided by parents will be used). We understand the school will assume no financial responsibility for medical care or ambulance in case of an emergency.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* The school may disclose my child's name, address and or telephone number to Colleges and other higher education institution recruiters without my prior consent</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* I authorize my child to use the internet, in accordance to the Technology Acceptable Use Agreement</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* The school may disclose my child's name, address and or telephone number to United States military recruiters without my prior consent</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* The school District may use my child's name, image or comments for news media, including newspapers, radio and television</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* The school District may use my child's name, image or comments for the district and/or school website</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* I authorize my child to participate in sexual education or HIV/AIDS prevention education</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny

* Response Required

Save

If you are not able to see the full screen, press the **Ctrl** key and **—** (press both keys at the same time)

Click the appropriate Status for ALL Authorizations listed. All status must be checked before being able to continue. Click on **Confirm and Continue**.

18. Final Data Confirmation

The **Final Data Confirmation** screen requires you to confirm that all the information in the tabs is correct. If they are not, make the appropriate changes, return to the **Final Data Confirmation** tab and click on the **Print New Emergency Card** link.

Thank you for confirming the student data in the system.
PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Click on the Finish and Submit button to finish this confirmation.

Print New Emergency Card

Bring the signed emergency card to registration and any required/optional forms.

2017-2018		Student Emergency Card				2/21/2018	
Student Information							Page 1
Student ID	Last Name	First Name	Middle Name	Sex	Grade	Birthdate	
9052798	student	Sample		M	10	12/12/2003	
Resid Address	1234 Fake Street Greenfield, CA 93927		Student's Mobile				
Mailing Address	1234 Fake Street Greenfield, CA 93927		Student's Email				
Birth Place	Greenfield, California - United States of America		Counselor Unassigned				
Parent/Guardian Information							
Sample Parent		Primary Phone					
sampleparent@yahoo.com		Father's work					
Language:		Mother's work					
Emergency Contacts							
Padre Sample (lives with)		Mobile		Code		Emergency Contact #1	
Father		Phone (831) 874-3000		Work		(831) 874-1111	
_____ Parent/Guardian Signature		_____ Date		_____ Parent/Guardian Signature		_____ Date	

You are now done with the online portion of re-registration.

19. Forms to be filled out and turned in:

- a. **Medication Release(optional)**
Submit only if it applies to your student.
- b. **Signed Student Emergency Card**
Each student must turn one in, no exceptions.
- c. **Free/Reduced Lunch Application**
This was sent to you with these instructions and is required.