# Parent Portal Data Confirmation Steps

As part of our annual registration, every summer, parents/guardians complete the Data Confirmation in the Aeries Parent Portal. There are five sections to complete; some may require you to edit information, check boxes, and/or to print & sign a form. You may complete all five sections of the Data Confirmation in one sitting, or you may finish one section, "Save" it, log out and return at a later time to the Data Confirmation screens to begin where you left off.

For returning families who have an Aeries Parent Portal Account, you can log in with your email address and password and begin your Data Confirmation. If you have forgotten your password, you may click the "Forgot Password" link.

For families who do not have an Aeries Parent Portal Account, an email from AeriesReports@aeries.com will be sent to you with information on how you can log in to the parent portal account. This account was automatically created for you using the email address you have on file at your child's school.

If you do not have a parent portal account and you did not receive an email from AeriesReports@aeries.com, you may contact the school office beginning August 1 to update your email information. During the summer time, before school opens, you may contact the district office staff Aerin Mun at amun@cypsd.org or at 714-220-6925.

After logging into your parent portal account, you will be on the Home page of your student's information and directed to "Click Here" to confirm your child's information.
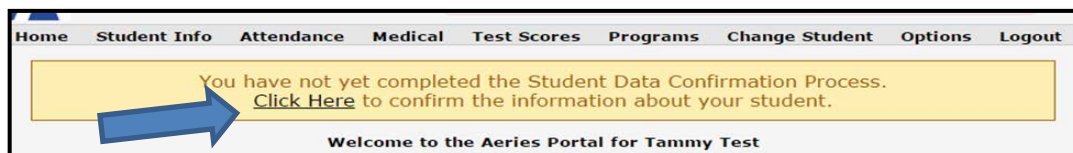
The Data Confirmation screen gives a brief description and explains what to do to start the process. All sections that will need review and/or updating are listed from 1 to 5, on the left side of the screen. As you complete each section, the number will be replaced with a checkmark. The Data Confirmation screen also contains the first updatable section which needs to be complete—Family Information.

Data Confirmation Screen

> "Welcome to online Data Confirmation. The information you provide will keep the school office up to date in case of any student emergency. All information that you provide is confidential. You will also be provided important District and School policy information in the Documents section that may be printed for your own records. Begin with the Family Information section, and then continue to the Student section. After reviewing or updating the information, move on to the next section. You may stop at any time, and log back in to complete the remaining sections at a later time. The school office may contact you if they have any questions regarding the information you have submitted."

Section 1 – Family Information
This section requires a check mark in one box for each area: military and residency.

Section 2 – Student
This section contains the current address and phone number assigned to your child. Click on the "Change" button to make any changes to the current information.

After you make changes, remember to click on the "Save" or "Cancel" box that appear below the edited data.

The Student Mobile number is the parent/guardian phone number used for text messaging (e.g. absence notification).

Section 3 – Contacts
Use this section to change, add, or delete the existing emergency contact information for your child. Click on each existing contact to highlight it, and then click on "Change", "Add" or "Delete". Please update or add the parent/guardian addresses, as appropriate. In addition to each parent/guardian, include two additional emergency contacts and your child's physician information. After changing or adding contacts, click on the "Save" box below the edited information.

Section 4 – Documents
This section contains information that should be read and/or printed. Check each box after you review each document; then continue onto the next section.

Section 5 – Final Data Confirmation
Complete the Data Confirmation process by clicking on "Finish and Submit" to indicate that you have completed each of the above sections.

Then you will be able to view this screen to print the Emergency Contact information.

Click on the "Print New Emergency Card" box; then print a copy that will need to be signed. At this time you can also print a copy to keep for your records. The signed Emergency Card needs to be returned to the school.

If you need assistance with printing the document, please contact your child's school.