


Brea Olinda USD Parents

Aeries New Student Online Enrollment Guide

Brea Olinda USD is proud to offer parents the option to enroll their child through the Aeries Online Enrollment system.

NOTE - This guide is for parents whose child has NEVER enrolled at Brea Olinda USD. This online enrollment process will take around 15 to 30 minutes.

PHASE 1

Step 1 - Go to the Aeries Online Registration System	http://enroll.bousd.us
Step 2 - Click Enroll a New Student	
Step 3 - Choose school year to enroll	Select the school year of enrollment. <ul style="list-style-type: none"> • Current school year • Pre-enrollment (for next school year)
Step 4 - Required Information	Please read carefully the pieces of information you will need during the enrollment process.
Step 5 - Create a New Account	<p>This step will require you to create a new registration login account. This account will allow you to return to the online registration process to register additional new students, or resume an existing registration process.</p> <div data-bbox="964 1360 1278 1745" style="border: 1px solid black; padding: 5px;"> <p>Create new account</p> <p>Please provide your email address and a password to create a new account.</p> <p>Your Name: <input type="text"/></p> <p>Email address: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Re-type Password: <input type="password"/></p> <p style="text-align: right;">Create account</p> </div>

Step 6 - Student's Name and Birthdate

Enter your child's legal Name, and Birthdate. The appropriate grade level for your child will be determined by the Birthdate. If you have any questions regarding this, please contact your assigned home school.

The screenshot shows a form titled "Student's Name" with the following fields and red arrows pointing to them:

- Student's legal first name: John
- Student's nick name (optional):
- Student's legal middle name:
- Student's legal last name: Doe
- Student's suffix: -
- Student's Birthdate: 5 3 2012 Age: 5
- Please select a grade level or program to enroll this student in: First Grade

Step 7a - Street Address Information

Enter your resident street address.

PLEASE NOTE: When entering your Street Address, make sure that the street address drop down appears in order to validate the correct address. (see image below for example)

The screenshot shows a form titled "Resident Address" with the following fields:

- Street Address (example, "123 Main Street"): 100 demo
- 100 S Demo St (Brea 92821)

Step 7b - Street Address Selection

Select your resident address from the auto-suggested addresses. This will pre-populate the address field for you.

Resident Address
Street Address (example, "123 Main Street"):
100 S Demo St

Unit or Apartment Number:
[]

City:
Brea

Student's Home ZIP Code:
92821 - []

State Student lives in:
California

Use residence address above as mailing address?
 Yes
 No, use a different address for mail

Click **Next** to Continue

Step 8 - Your Assigned Home School

Your assigned home school will then be displayed.

Congratulations! Based on the information you provided you are eligible to enroll for school using this website. Based on grade and address information you are assigned to the following school:

Assigned school
Fanning School (Grades Preschool to Sixth Grade)

Please continue this process by selecting the assigned school based on your resident information.

Intra-District Transfers
If the District has approved your child for an Intra-District transfer, please continue with this process using the assigned school mentioned above.
For any additional questions regarding Intra-District transfers, please contact the District Office.
Brea Olinda USD1 Civic Center Circle, Level 2
Brea, CA 92821 Phone: (714) 990-7800

Inter-District Transfers: If the District has approved an Inter-District transfer for your child, please be sure that the school identified above is labeled "Interdistrict Transfer School".

Click **Next** to Continue

Step 9 - Verify Account to Continue

You will then be prompted to check your email to **activate** your account. You will receive an email from:
bousdregistration@bousd.us

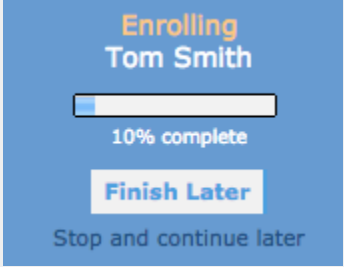
BOUSD Registration <bousdregistration@bousd.us> 1:39 PM (3 minutes ago)

to me

Thank you for using the Aeries Online Enrollment system. Once your account is activated, you will be able to continue editing your student's information. To activate your account, [click here](https://cr08ollinda.asp.aseries.net/Air/VerifyEmail.aspx?u=79190&c=538QQJBMHXEPHFD7EDHT). If this link does not work, copy and then paste this url into your browser address field: <https://cr08ollinda.asp.aseries.net/Air/VerifyEmail.aspx?u=79190&c=538QQJBMHXEPHFD7EDHT>

Click on the email link to activate the account.

PHASE 2

<p>Step 10 - Continue with the Registration Process</p>	<p>Clicking the email link to activate will take you to the Online Enrollment web page to continue the registration process. This phase of the enrollment may take some time to complete.</p> <p>There is the option to Finish Later if you are unable to finish in one session.</p>  <p>The screenshot shows a blue progress bar interface. At the top, it says 'Enrolling Tom Smith'. Below that is a progress bar that is 10% filled. Underneath the bar, it says '10% complete'. At the bottom, there is a white button with blue text that says 'Finish Later', and below that, in smaller blue text, it says 'Stop and continue later'.</p>
<p>Step 11 - Bring Enrollment Confirmation and Other Documents</p>	<p>When you have reached the end of the enrollment process, you will be asked to print the Enrollment Confirmation.</p> <p>Be sure to print this and bring any required forms stated on the Enrollment Confirmation.</p>

PHASE 3

<p>The final phase will take place just prior to the start of school. If you are <u>pre-enrolling</u> your child for the beginning of the next school year, you will be notified to complete the Student Data Confirmation process weeks before the start of the new school year.</p> <p>For information about the Student Data Confirmation process, please see the Aeries Parents - Online Student Data Confirmation Guide.</p>
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