Aeries e-Registration Help Guide 2012/2013

This guide was created by the Las Virgenes Unified School District Educational Technology Department in July 2012. If you do not have success by following this guide, please refer to the FAQs, or contact the EdTech department:

E-mail: technicalsupport@lvusd.org
Hotline: 818-878-5279

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Dear LVUSD Family,

All students in the Las Virgenes Unified School District are tracked through our student information system, Aeries. For the 2012/2013 school year, LVUSD will be using the Aeries system for 're-registration' for all school sites. Families must log into their Aeries Parent Portal account in order to 're-register.' Families without an account must create an account on the Aeries system.

A Parent account in Aeries allows you to view your student(s) demographic information, emergency information, grades, attendance, and much more. With this account, you can also edit any of the important information about your child throughout the school year. Aeries allows you and your student(s) school site to have the most up to date information.

Refer to the guide below to "re-register" your student(s) using Aeries. You will need the following information:

Student Permanent ID Number: Seven (7) digit unique ID for your student
Student Home Telephone Number: The student's home telephone number
Verification Code: Unique, case-sensitive code of your student provided via email

New to Aeries -
Setup a new Parent account:

1. Visit the following website: https://parent.lvusd.org
2. Select "Create New Account"
3. Select "Parent" and hit "Next"
4. Enter in the required information, and click "Next"
5. Check your email (possibly your spam/junk folder) for an email from technicalsupport@lvusd.org
6. Click on the link that says "Confirm Current Email Address", or copy the code at the bottom of the email manually.
7. Visit https://parent.lvusd.org and login with your new account.
8. Enter in the 3 pieces of information provided above.

Existing User of Aeries –
Adding additional student(s) to your Parent Portal account:

1. Go to https://parent.lvusd.org
2. Log in with your existing Parent account
3. Select "Change Student" in the upper right corner of the page
4. Select "Add new student to your account"
5. Enter in the 3 pieces of information provided above.
6. Click on the word "Home" in the upper left corner.

Performing e-Registration/"Re-Registration" in Aeries:

1. Visit https://parent.lvusd.org
2. Log in with your Parent account
3. You will see a blue box with a yellow border when you log in. Click on "Click Here" to confirm your student's information.
4. You will see six (6) tabs on this page. You will go through each tab and verify that the data is correct and up to date.
5. **Student Demographics:** This is your student's primary information. You can edit any of the information by clicking the "Change" button.
   Please note that changing your mailing/residence address will not change the information in the system. Please contact your school if there is a change of residency
6. **Contacts:** This tab is all of the emergency contacts that you would like to use for your student in case of an emergency. Be sure to add the parents/guardians from the "Student Demographics" tab to this list of contacts. You may add as many as you feel appropriate.
7. **Medical Information:** If your student does not have any medical conditions, you may move on to the next tab. If your student has a condition, select the appropriate condition, and fill out the requested information. Hit "Save" when you are complete.
   Please note that you should also notify your school site's health clerk to provide additional follow-up information about your student's condition
8. **Authorizations and Prohibitions:** You can either Allow/Accept the requested information on this tab, or you can Deny/Decline the information. Please complete all of the requested information. Please hit "Save" when you are complete.
9. **Documents:** These are school related and district related documents for your informational needs. Please read through the documents, and check the checkbox to the right of the document. By checking the box, you are digitally signing that you have read the enclosed information. Hit "Save" upon completion.
10. **Final Data Confirmation**: If you have filled out all of the previous information correctly, you will see four (4) checkboxes to finalize the confirmation. Check all of the boxes, and click "Save".
11. Check your email for a confirmation from technicalsupport@lvusd.org. Print this out and bring it with you on your school's registration day.

    Do you have more than one child in the district? You will need to repeat steps 4-11 for additional students. Select "Change Student" in the upper right of the page and complete the same process.

Video Tutorials/Additional Content:

A playlist of three (3) video tutorials on how to make an Aeries account, how to add your child to your account, and how to perform e-Registration in Aeries:
http://www.youtube.com/playlist?list=PLF5FFFEAD92938D44

FAQs and Additional Help

What is Aeries?

- Aeries is the LVUSD's student information system. It allows the District, parents, and students maintain consistency about information related to your student.

How do I make an Aeries account?

- Visit https://parent.lvusd.org and click "Create New Account", or check out the tutorial on the first page.

What if I forgot my password?

- Visit https://parent.lvusd.org and click "Forgot Password". Follow the steps to reset your password.

Do I need to make a new Aeries account for each child that I have in the District?

- No. It is easier to add a student to your existing Aeries account. Visit https://parent.lvusd.org and log in with your account. Click in the upper right corner where it says "Change Student" and click "Add new student to your account"

What is my student's permanent ID number?

- Your student's permanent ID number is their unique seven (7) digit ID that they are assigned in the district. Please email technicalsupport@lvusd.org to request this information.

My student's home telephone number is not being accepted. What do I do?

- Ensure that you have typed it correctly. The number should be in ten (10) digit format with no hyphens. Ex.: 8185550123 **NOT** 818-555-0123
  Email technicalsupport@lvusd.org if you need to request this information.

What is a verification code? Where am I supposed to get it?

- You may have received this information in an email sent earlier this summer. Please email technicalsupport@lvusd.org if you would like to request this information. Be sure to include any information that you have about your student, including permanent ID and full name.

I don't see the blue box with the yellow outline on my portal. What do I do?

- It is possible that you have a "Student" account instead of a "Parent" account for Aeries. Please email technicalsupport@lvusd.org to check on this information.

Some of the tabs are missing from the Data Confirmation page. What do I do?

- - It is possible that you have a "Student" account instead of a "Parent" account for Aeries. Please email technicalsupport@lvusd.org to check on this information.

Why can't I change my address in the "Student Demographics" tab?

- This information proves your residency within the district boundaries (unless you are on a work permit into the district). If you have a change of residency, please contact your school to update that information.

Do I have to enter in contacts on the "Contacts" tab?

- These are your student's emergency contacts that the school will use in case of an emergency. Feel free to add as many contacts as you feel necessary.

Why are you asking for my child's medical conditions on this website?

- When you enter in your student's medical conditions on Aeries, it automatically updates the system that the health clerk at the school uses when your child visits. We recommend also discussing the condition with the health clerk directly in addition to entering it on Aeries.

Why can I not skip a checkbox on the "Authorization and Prohibitions"?

- In order to complete the "re-registration", you must either Allow/Accept the information or Deny/Decline the information

Why can't I view the documents in the "Documents" tab?

- You must click on the name of the document to download and view it. Be sure to check the checkbox (if applicable) to digitally sign the document.

Why don't I see four (4) checkboxes on the "Final Data Confirmation" tab?

- You may not have correctly filled out all of the tabs. Revisit each tab to ensure that all of the information is correctly completed.

Whoa, I got a lot of emails from technicalsupport@lvusd.org ... Why?

- Any changes that you make in Aeries about your student's data will prompt a notification from the technicalsupport@lvusd.org email address. This is to ensure that all accounts tied to a particular student know of any changes.

I did not get any confirmation email from technicalsupport@lvusd.org What do I do?

- Check your Spam folder. If it is not there, hit the "Save" button again on the last tab in Aeries. If you still do not get an email, simply print out the webpage of you selecting the four (4) checkboxes. Bring this with you to the registration day.

Do you have any additional questions that you feel should be on this page? Please send an email to technicalsupport@lvusd.org so that we can assist.

Thank you,

EdTech Department
Las Virgenes Unified School District