## **Creating Parent/Student Portal Account**







Go to the Farmersville Unified School District Home Page and <u>click on</u> the Aeries Portals Icon

(Side note: Parents who have multiple children within the district only need a single account, however multiple parents can have their own individual account)

## Farmersville Unified School District



In order to establish a new account, you will need:

- Student Permanent ID #
- Student Home Telephone #
- Verification Code

This information will be provided by your child's school in a mailer.

Once you have the above required information you can <u>click on</u> **Create New Account.** This will take you through the registration process. (Multiple languages are available for your selection)

Ste	p 1			
arent	() Guaruran	or S	Stude	ent
rent	Student			
ous	Next			
	bus	ous Next	ous Next	ous Next

Select the appropriate account type, **Parent or Student**. Then select, **Next**.

5	Step 2
Account	Information
Please Enter The Followi	ng Information About Yourself
Email Addre	parent@example.com
Verify Email Addre	ss: parent@example.com
Passwo	wrd:
Retype Passwo	rd: [ ••••
A verification email will be AeriesSupp Before continuing, please add this ema list, to ensure y	sent to your email address from: ort@example.com il address to your contacts or safe sender: you receive this email.

You will be asked to provide an **email address** & **password** to use for the new account.

After Step 2, a verification email will be sent to the email address you provided.

Go to your email and <u>click on</u> the **Confirm This Email Address** link in the email that was sent.

If you are unable to click on the links in the e-mail, you can go to the URL that is provided within the email and manually accept or reject the account.

	Tue 3/29/2016 10:27 AM	
	AeriesSupport@example.com	
	Aeries Account Verification(parent@aeries.com)	
To parent@	series.com	^
Thank y please c browser	ou for registering for an Aeries account. In order to ensure the account was requested by you, lick on the appropriate link below or copy and paste the URL into the Address bar of your	
If you c	an, please click on the following links to confirm or reject this account:	
Confirm	This Email Address	
Reject 7	his Email Address	
If you a web bro	re unable to click the links above, you need to copy and paste the following URL into your wser's Address bar.	
https://a	eries.eagleusd.org/ConfirmEmail.aspx	
You wil	I then be prompted for the following information which you can copy and paste into the page: .ddress: parent@aeries.com	

## **Note:** If you were unable to select the confirm link, follow the steps provided below:

If you were unable to select the link above to confirm your email address. You will be prompted to provide the following information at the bottom of your email confirmation.

You will then be prompted for the following information which you can copy and paste into the page: Email Address: parent@aeries.com Email Code: 368A372T234XD6R99957

Note: The "Email code" should not be confused with the VPC code. The E-mail code is only used as part of the one-time activation process <u>If</u> you cannot select the link to confirm your email address.

Then, Click Accept.

Return to Login Page			
Step 3 Email Verification			
Please enter your email address and copy and paste the Email Code from the confirmation email into the fields below:			
Email Address: parent@aeries.com Email Code: 368A372T234XD6R99957 Reject Accept			

Once you've clicked the confirm link the following webpage will be displayed and you can continue the registration process.



Click, **Return to Login Page**. You will then be sent back to the log in page where you will sign in with the **email address** and **password** you gave previously.

Once logged in, the registration process will continue you will then have to enter:

- Student Permanent ID Number
- Student Telephone Home Number
- Verification Code

Then click, Next



Emerg	Step 2 ency Contact Verification	
Your accour	t is now linked to Allan Abbott.	
your name appears bel on th	ow, please select it so that the ema e record can be updated.	il addres
Name	Relationship	
Adam Abbott	Father	
Sara Abbott	Stepmother	
Alice Abbott	DO NOT CONTACT	
Johnson, Bonnie	Emergency Contact	
Abbott, George	Grandfather Agency Representative	
Smith, Paul		
None of the above		
Dr	revious Next	

If you created a parent account, you will be presented with an emergency contact verification list for your student whose information you entered. As a parent you will select **"None of the above".** You will then select your name and <u>click</u> **Next**. If you do not see your name select **"None of the Above".** 

	Previous	Next	
That Contact reco	ord already has an ema	il address. Would	l you like to replace

By selecting your name, Aeries attempts to link the email to parents name. If you have an existing email that is different than the account email, you must <u>click</u>, **OK** to replace it.

(However, you select "None of the Above", no contact records will be updated.)

If you created a student account, the student's email address will be updated.

