

## Data Confirmation 2018/19 Instructions

### Step 1: Login to <https://my.iusd.org>

- Enter your email address and password (this will be the same information used to login to Parent Portal)
  - Parent portal accounts are automatically created when a student has enrolled in IUSD.
  - If you **DO NOT** have a parent portal account, please contact the front office staff at your student's school to add your email address to the contact record of your student. Once the email address is added or updated, your parent portal account will automatically be created and you will receive an email from DoNotReply@iusd.org with your account information.
  - If you forgot your password, please click on "Forgot Password?"
  - If you need assistance logging in, please contact the front office at your child's school or email help desk at [helpdesk@iusd.org](mailto:helpdesk@iusd.org).

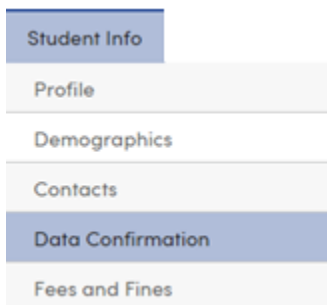
The image displays two side-by-side screenshots of the Irvine Unified School District Aeries Student Information System login page. Both screenshots show the header 'Irvine Unified School District' and the Aeries logo with the text 'Student Information System'. A language dropdown menu is set to 'English'. The left screenshot shows an 'Email' input field and a red 'NEXT' button. The right screenshot shows a 'Password' input field and a red 'SIGN IN' button. Both screenshots have links for 'Forgot Password?' and 'Create New Account' at the bottom.

### Step 2: Select Student

- Once you login, the system will default to your child.
  - If you have more than one child, you will need to move your cursor over **"Change Student"** in the upper right hand corner of the screen. **Please note that Data Confirmation must be completed for each student.**

### Step 3: Student Data Confirmation Process

- In the **Student Info Tab**, please click on **"Data Confirmation"**. Please complete each of the tabs listed below and follow the instructions provided.



#### 1. **Family Information**

Please select whether or not the Father, Mother or Legal Guardian of this student is active in the United States Armed Forces. Please click on **"Confirm and Continue"** to move to the next tab.

#### 2. **Student**

Update any changes by clicking on the **"Change"** button on the bottom of the page. Once changes are complete, please click on **"Confirm and Continue"**.

#### 3. **Contacts**

Change/Add/ Delete contacts in this tab. Once changes are complete, please click on **"Confirm and Continue"**.

#### 4. **Documents**

Please read each document in this section, and follow the instructions listed. Some documents will need to be printed and returned to your child's school. Once all documents have been read, please click **"Confirm and Continue"**.

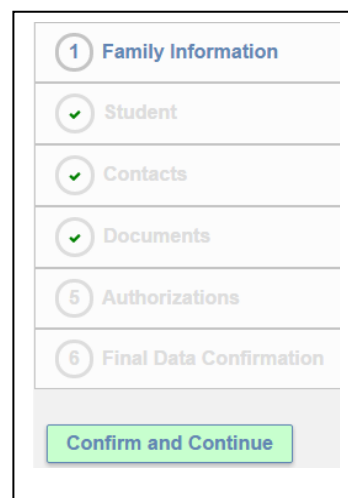
#### 5. **Authorizations**

Please review **all** information on this screen with your child and click Allow or Deny when appropriate. Once complete, please click "Save" at the bottom of the page. Please click **"Confirm and Continue"**.

#### 6. **Final Data Confirmation**

Please confirm that all information has been read and that you have completed the online Registration process. Once complete, please click the **Submit Final Confirmation** button.

Follow any further instructions listed. Please note: the system will not allow you to perform Final Data Confirmation until all the previous tabs have been completed.



PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

**Thank you for updating your information and completing the Authorizations and Prohibitions.**

**Irvine Unified School District**

Parents will receive a confirmation email when the data confirmation is complete.

