Aeries Parent Portal: Annual Data Confirmation Process – 7 Steps Using a Web Browser

**Parent Logs In**

1. Parent Logs in from an email when school office adds them on the Contacts screen or at https://Aeries.lmsysd.net/portal
2. Multi-lingual support (only **English** or **Spanish** may be chosen at the top of the login window)
3. Parent uses “Forgot Password” on this screen to perform a self-service Password Reset

**Parent chooses student**

Dashboard: screen that displays when a Parent logsins to the Parent Portal

Parent chooses a student by clicking on the student’s name either on the top left navigation or on the name listed on the dashboard

**Parent clicks “Click Here” on the Notifications box**

Once the Annual Data Confirmation is completed this Notification is no longer displayed

NOTE: Parent makes selections on each step and must click on the **Confirm and Continue** button after each step

If a step is not complete a message will say **You cannot continue with the confirmation process until you answer all required authorization questions**
<table>
<thead>
<tr>
<th></th>
<th>Family Information</th>
<th>Residence Survey Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Student</td>
<td>Residence or Mailing Address Change request</td>
</tr>
<tr>
<td>3</td>
<td>Contacts</td>
<td>Emergency Contacts Information Changes</td>
</tr>
<tr>
<td>4</td>
<td>Medical History</td>
<td>Medical History and additional Medical Conditions</td>
</tr>
</tbody>
</table>
| 5 | Documents                  | Parent Receives these four Annual Documents  
                                 1. Technology Take Home Agreement  
                                 2. Annual Notification  
                                 3. Electronic Permission  
                                 4. AUTA |
| 6 | Authorizations             | Authorizations and Prohibitions |
| 7 | Final Data Confirmation    | Finish and Submit               |

Confirm and Continue
Step 1: Family Information
(Residence Survey)

Step 2: Student Mailing and Residence Address
To submit a correction or new address to the School, Click the Change button
Notes: Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Click Save
Click Confirm and Continue button
If no change to either address, only need to Click the Confirm and Continue button
Step 3: Contacts

Parent enters any Emergency Contacts and changes are sent to Office for input into Contacts screen.

Step 4:

Parent enters any Medical History and Current Medical Conditions and any Additional Conditions.
Step 5: Documents

a. Each document listed must be selected (opens in a new browser tab or downloaded)

b. Once they have been opened in a new browser tab or downloaded, the box around the document will be green

c. When finished and all are green, click the Confirm and Continue button
Step 6: Authorizations
a. Make selections and click the Save button
b. Then select the Confirm and Continue button

Step 7: Final Data Confirmation
Parent clicks on Finish and Submit button