

# ReReg 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 [MyIUSDFeedback@iusd.org](mailto:MyIUSDFeedback@iusd.org)

The image shows two side-by-side screenshots of the Aeries Student Information System login page. Both screenshots feature the Irvine Unified School District logo at the top and the Aeries Student Information System branding. The left screenshot shows the 'Email' input field and a red 'NEXT' button. The right screenshot shows the 'Password' input field and a red 'SIGN IN' button. Both screenshots include 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 Registration must be completed for each student.**



### Step 3: Student Data Confirmation Process

• In the Student Info Tab, please click on **"Data Confirmation"**. You will need to go through each of the following tabs and follow the instructions listed.



#### 1. 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"**.

#### 2. Contacts

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

#### 3. Documents

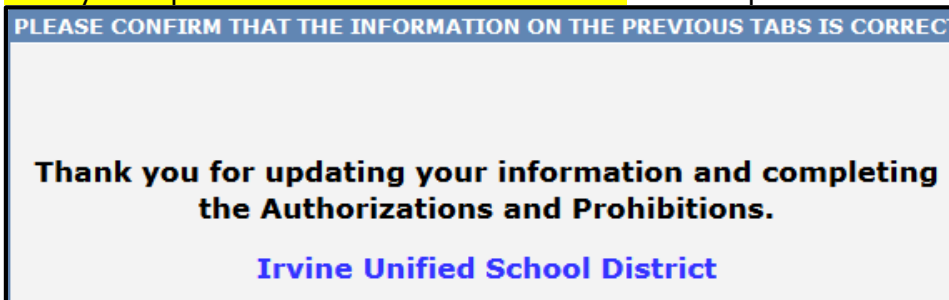
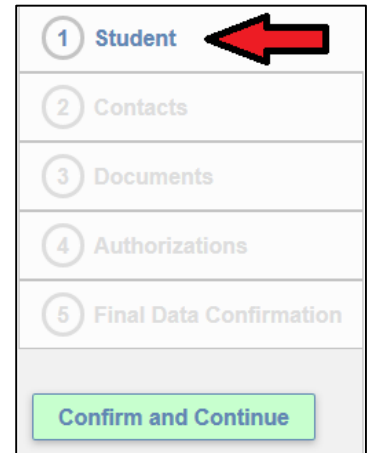
Please read each document in this section, and follow the instructions listed. Some documents will need to be printed and returned to your child's school.

#### 4. 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. Then select **"Confirm and Continue"**.

#### 5. Final Data Confirmation

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



### Confirmation Email

Example of email parents will receive.

## **DATA CONFIRMATION RECEIPT**

Thank you for confirming the data for your student: **Students Name**

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.