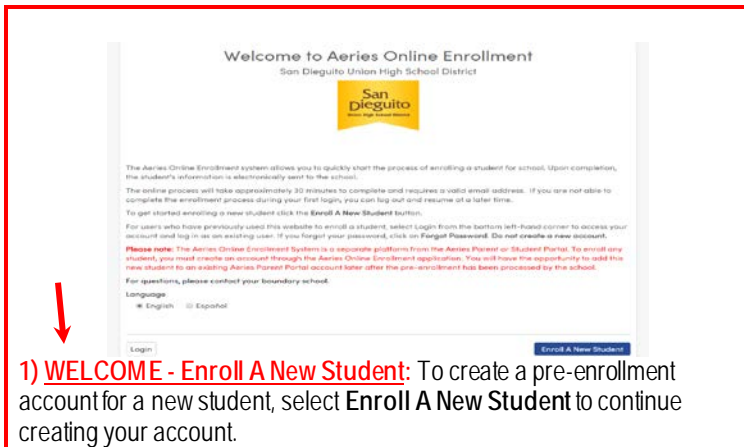




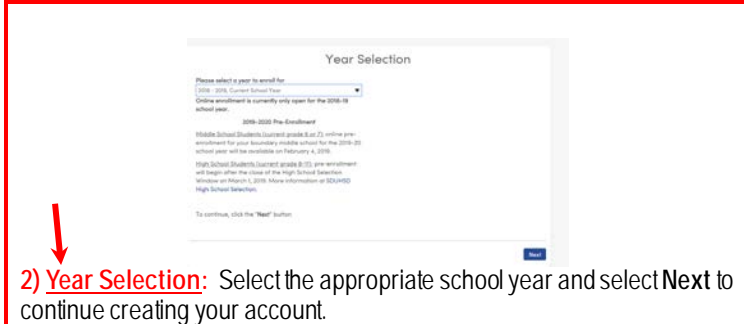
Aeries Online Enrollment Information

- Aeries Online Enrollment System is designed for pre-enrolling new students to the district.
- To pre-enroll your child, you will be required to create a new student enrollment account.
- **Please note, this is not the Aeries Parent Portal System.** If you have a child currently attending a school in the district, do not attempt to use your parent portal account login; you must create a new online pre-enrollment account.
- After creating your enrollment account, you will be able to navigate through the online system with clear instructions and enter student information with ease.
- You may logout at any point during the process and login later to resume the pending enrollment session.
- In the DOCUMENTS section of the online enrollment, you must download, complete, print/date and sign each required document. **If you are unable to save and/or print any or all required downloadable documents to your electronic device during the online session, logout and resume the session when you're able to do so.** All downloaded documents will be unavailable once you've advanced to the next section. **Be sure to save all completed or blank documents before advancing from the Documents section.**
- For enrollment questions, concerns or technical issues, please contact the Registrar at the enrollment school.

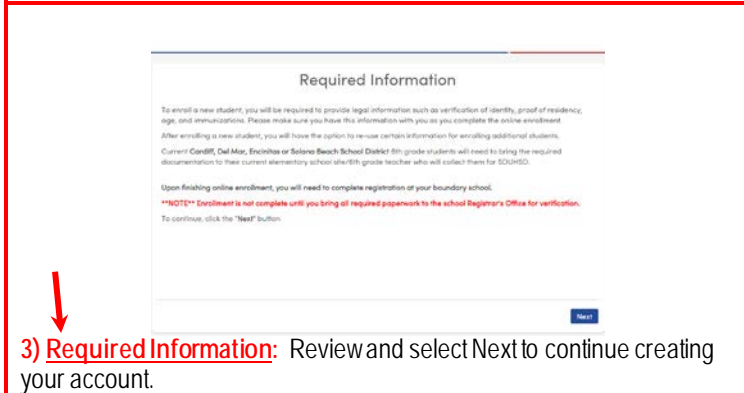
CREATE a New Aeries Online Enrollment Account Before You Begin the Online Process, You Must Create An Account



1) **WELCOME - Enroll A New Student:** To create a pre-enrollment account for a new student, select **Enroll A New Student** to continue creating your account.

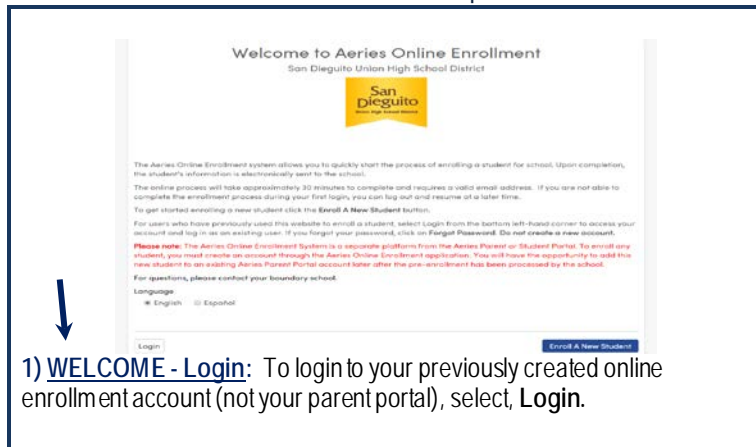


2) **Year Selection:** Select the appropriate school year and select **Next** to continue creating your account.

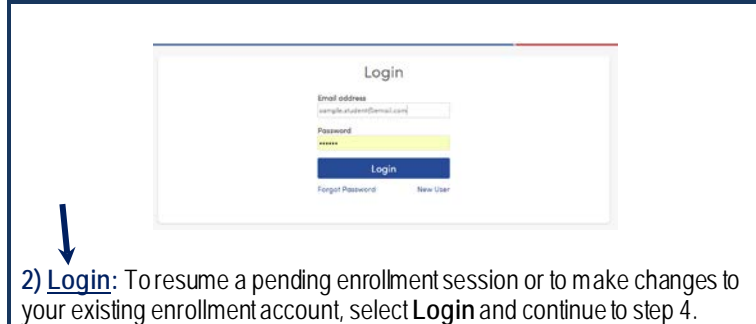


3) **Required Information:** Review and select **Next** to continue creating your account.

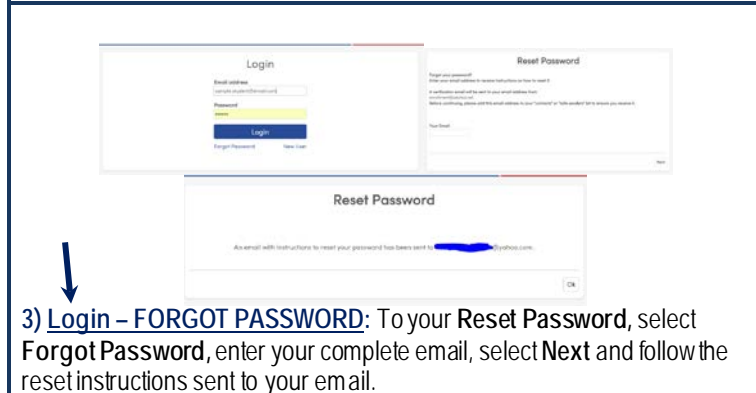
LOGIN to Existing Aeries Online Enrollment Account Resume Pending Enrollment, Reset Password, Change Account Information, View Completed Enrollment



1) **WELCOME - Login:** To login to your previously created online enrollment account (not your parent portal), select **Login**.



2) **Login:** To resume a pending enrollment session or to make changes to your existing enrollment account, select **Login** and continue to step 4.



3) **Login - FORGOT PASSWORD:** To your **Reset Password**, select **Forgot Password**, enter your complete email, select **Next** and follow the reset instructions sent to your email.

CREATE a New Aeries Online Enrollment Account Continued from page 1

4) **Create New Account:** Enter parent name, parent email address and password. Select, **Create Account** to continue creating your account.

5) **Terms of Service:** Read the terms of service, check the "I agree" box. Select **Next** to continue creating your account.

6) **Student's Name:** Enter student's LEGAL name, birthdate and grade level and click **Next** to continue creating your account.

7) **Student Address:** Enter student's current residential address information and click **Next** to continue creating your account.

8) **Select School:** Select the school year and click **Next** to continue creating your account.

LOGIN to Existing Aeries Online Enrollment Account Continued from page 1

4) **My Account – PENDING ENROLLMENTS:** To resume pending enrollments, select the **Resume**. All previously entered information was saved; the session will resume where you left off.

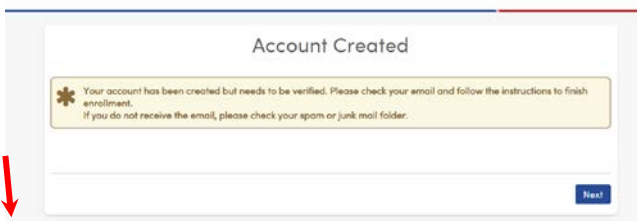
5) **My Account – COMPLETED ENROLLMENTS:** To view or print the completed enrollment **Confirmation/Signature Page**, select **Print**. To make email and/or password changes, select **Change Email** or **Change Password**. To enroll another student (for example a sibling), select **Enroll A New Student**.



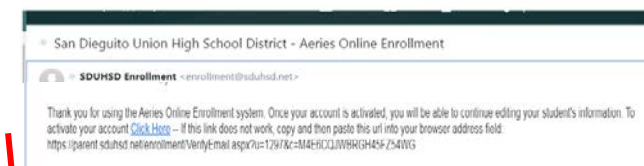
Questions or Enrollment Data Changes: Questions about your online enrollment process, including making corrections to already submitted data, should be directed to the enrollment school's Registrar.

CREATE a New Aeries Online Enrollment Account

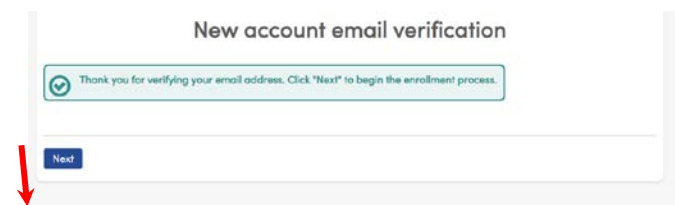
Continued from page 2



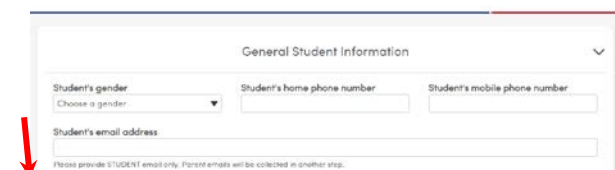
9) **Account Created:** Your account has been created. Check your email for verification and instructions.



10) **Account Verification Email:** Use the "[Click Here](#)" link provided in your email to activate your online enrollment account. *If you do not see the SDUHSD Enrollment email, check your spam or junk mail folder.*



11) **New Account Email Verification:** Your account has been verified. Click **Next** to continue the enrollment process and enter the **General Student Information** screen.



12) **General Student Information:** This section is where you will begin after you've verified and activated your account.

- The student's full legal name, birthdate, grade level, school year and school is **SAVED** in your account; you will not be able to make corrections to them.
- Enter student information in this section and all subsequent sections. Continue to use the **Next** button to advance in the enrollment process.
- All remaining enrollment sections include self-explanatory instructions designed to ease you through the online enrollment process which includes submitting the enrollment.



Questions or Enrollment Data Changes: Questions about your online enrollment process, including making corrections to already submitted data, should be directed to the enrollment school's Registrar.