DATA CONFIRMATION INSTRUCTIONS

Step 1: Login to https://mystudent.fjuhsd.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 FJUHSD.
    - If you **DO NOT HAVE** a parent portal account or **NEED ASSISTANCE** logging in, please contact the front office staff at your student's school.
    - If you forgot your password, please click on "Forgot Password?"
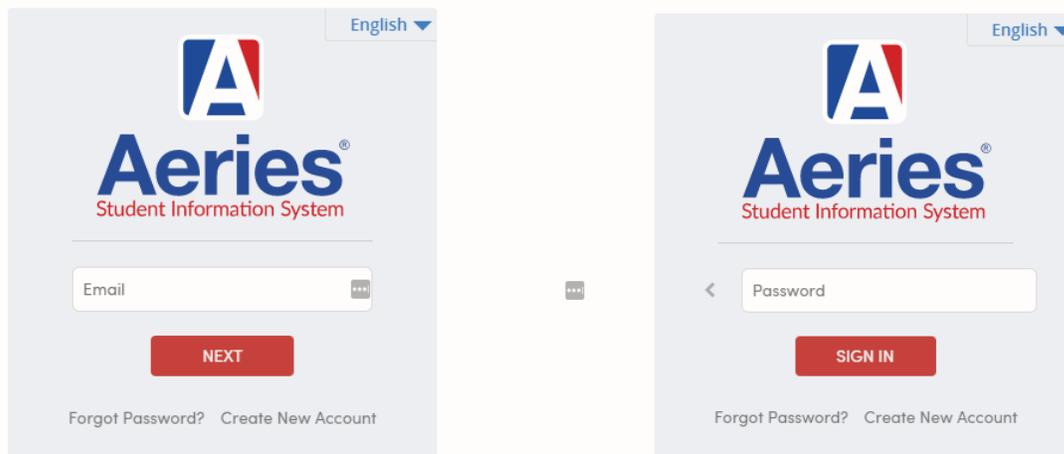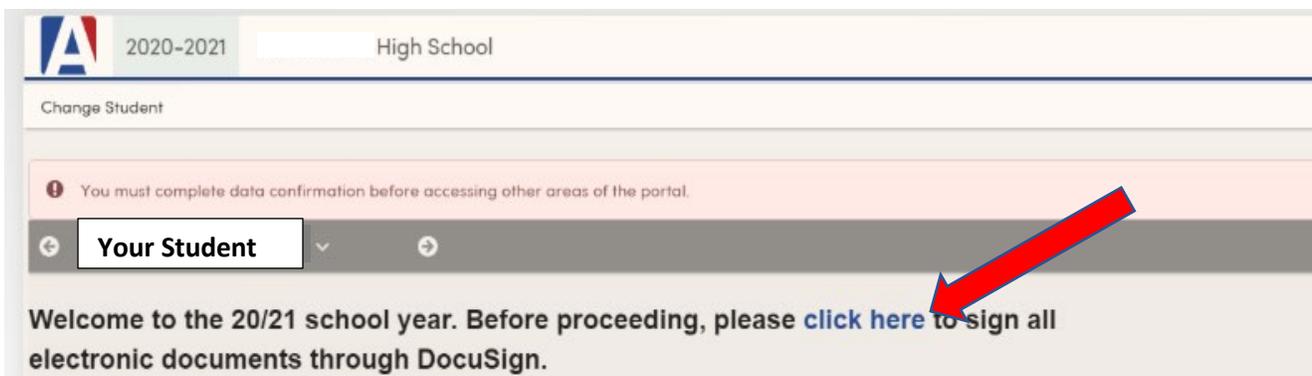

Step 2: Begin Data Confirmation for your Student

- Once you log in, the system will default to the **Data Confirmation** screen for your student.
    - If you have more than one child, you will need to complete **Data Confirmation** for each student. Instructions to change student will be at the end of this document.

Step 3: Complete and Sign the Registration documents through DocuSign

- Click on the hyperlink to start the DocuSign process. This will open a new window.
- Follow the directions to get an access code and open the registration documents.
- Complete and sign where indicated. Watch this tutorial if assistance is needed.
- Once you have filled in and signed the documents, return to the Aries Data Confirmation window.

Step 4: Resume the Student Data Confirmation Process

- **Family Information**
  - Please select whether or not a parent/guardian of this student is active in the United States Armed Forces. Then select your student's current living situation from the list of options. Then, click on **"Confirm and Continue"** to move to the next section.

- **Contacts**
  - Please update the Contact information for this student**. Select "Save" if you make any changes. Please note**: You may be asked to contact the school to make any changes to Contacts. Then, click on **"Confirm and Continue"** to move to the next section.

- **Medical History**
  - Please update your student's medical information. **Select "Save" if you make any changes.** Then, click on **"Confirm and Continue"** to move to the next section.

- **Documents**
  - Select each of the documents to open and print the information. Each time you select a document a new window will open. You need to close each new window to return to Aeries and continue with Data Confirmation.
  - Then, click on **"Confirm and Continue"** to move to the next section. For a visual, click on the link below the image.

https://drive.google.com/file/d/1NCWdngi0nyYNyzVMzWotnvBpP_NbI5Nw/view

- **Authorizations**
  - "Allow" or "Deny" the listed authorizations and prohibitions. Select "Save" when done.
 - Then, click on **"Confirm and Continue"** to move to the next section.

- **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 **Finish and Submit** button. Follow any further instructions listed. Please note: the system will not allow you to perform Final Data Confirmation until all the previous sections have been completed.

Step 5: Complete Data Confirmation for Additional Students (if applicable)

- To change students, select the down pointing arrow on the right side of your student's name. A list of your students' names will appear. Continue Data Confirmation with each student until all students are registered. You will need to complete the DocuSign of the registration documents for each student as well.
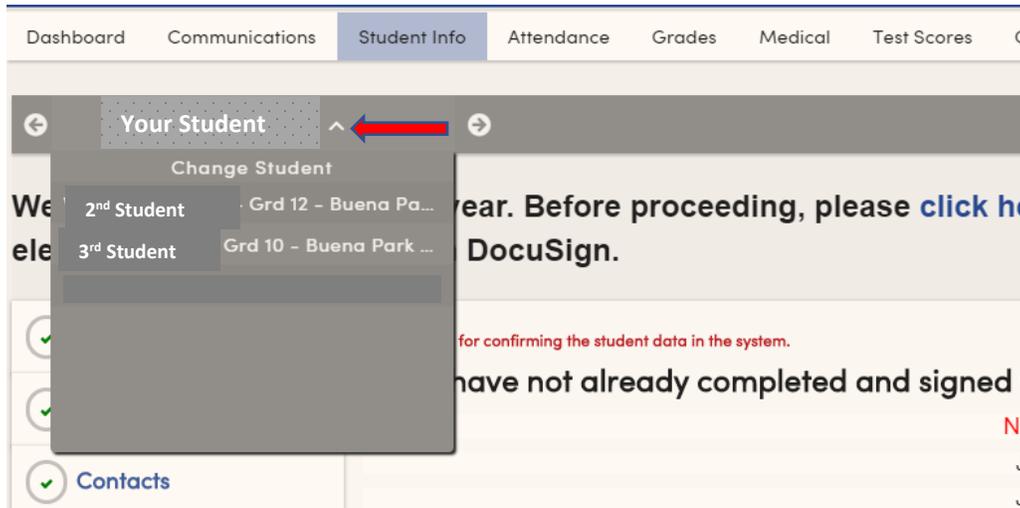
A confirmation email will be sent for each student when Data Confirmation is complete.