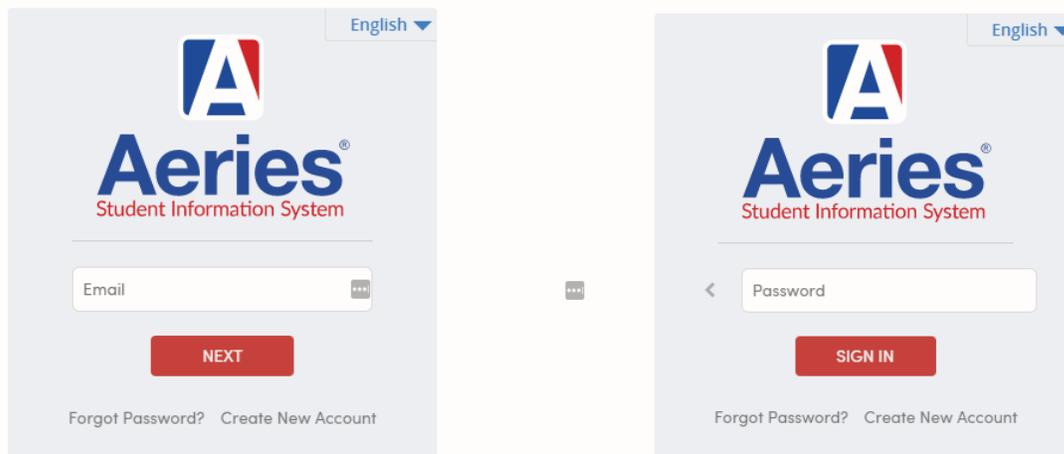


DATA CONFIRMATION INSTRUCTIONS

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?"

Fullerton Jt Union High School District Fullerton Jt Union High School District

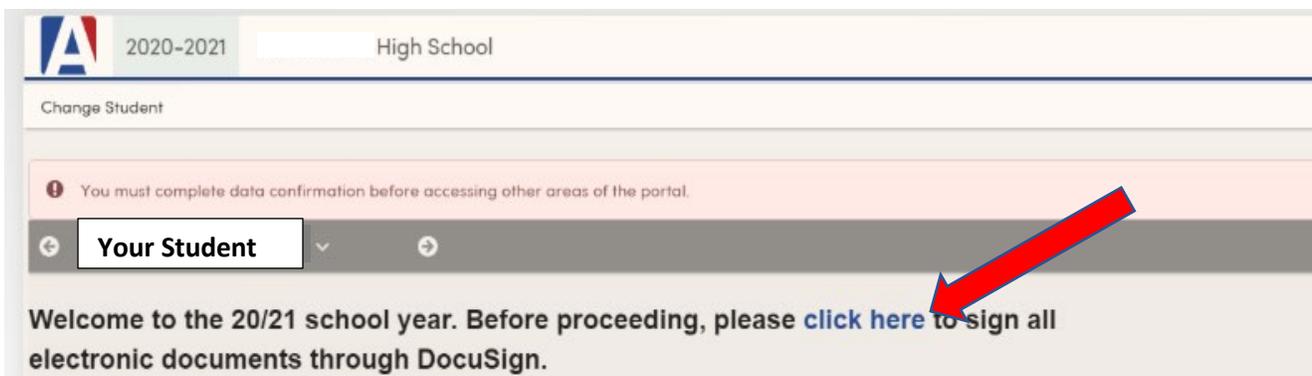


Step 2: Begin Data Confirmation for your Student

- 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 Aeries 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.

The screenshot shows a web form with a left-hand navigation menu and a main content area. The navigation menu includes: 1 Family Information (highlighted), 2 Medical History, 3 Documents, 4 Authorizations, 5 Final Data Confirmation, and a green 'Confirm and Continue' button. The main content area has two sections. The first section is titled 'Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:' and contains two radio button options: 'Yes, at least one parent/guardian of this student is active in the United States Armed Forces.' and 'No, this student does not have a parent/guardian who is active in the United States Armed Forces.' The second section is titled 'Please select the option that best describes your current living situation.' and contains three radio button options: 'Temporary Shelters', 'Hotels/Motels', and 'Temporarily Doubled Up'. Red arrows point to the first and second sections, and a blue arrow points to the 'Confirm and Continue' button.

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.

The screenshot shows a web interface for managing student contacts. On the left is a navigation menu with 'Family Information', 'Student', 'Contacts' (highlighted), 'Medical History', 'Documents', 'Authorizations', and 'Final Data Confirmation'. The main content area shows 'Last Confirmed: 7/29/2020 7:42:44 PM' and a 'Contacts:' section with a note: 'If you need to make any changes to contacts, please notify the school front office.' Below this is a 'Contacts' header with an 'Add' button. A contact entry for 'Mother' is shown with fields for address, phone, and work, and is marked as 'Lives With' and 'Primary Contact'. A 'More Info' dropdown and a 'Last Updated: 5/12/2020 3:13 AM' timestamp are also visible.

- **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.

Check any health concerns or conditions that your child has in the boxes below.

Condition	Effective Date	Age	Grade	Comment	
	08/17/2016	15	10		No Longer Applies
Medication Use - Please Specify	08/17/2016	15	10		No Longer Applies
					No Longer Applies
Orthopedic Problems - Please Specify	08/17/2016	15	10		No Longer Applies
Glasses/Contacts	08/17/2016	15	10		No Longer Applies

Save

Additional Conditions
Please Check All That Apply

N/A - No Medical Conditions
 Fibromyalgia
 Under Doctor's Care - Please Specify
 Allergies
 Gastrointestinal Issues
 Dyslexia
 Arthritis
 Headaches/Migraines
 Immune Problems - Please Specify
 Asthma
 Hearing Aids
 Autism

- **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.

Please confirm all documents below.

Documents

FJUHS D DOCS

Superintendent's Newsletter 20-21 *Required
 Please print a copy for your records

Annual Notice to Parents 20-21 *Required
 Please print a copy for your records

Food Service Letter to Household 20-21 *Required
 Please print a copy for your records

Food Service Lunch Application 20-21 *Required
 Please print, fill out information, sign, and return to your school.

https://drive.google.com/file/d/1NCWdngi0nyYNyzVMzWotnvBpP_Nb15Nw/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.

The screenshot shows a web form with a sidebar on the left containing navigation links: Family Information, Student, Contacts, Medical History, Documents, Authorizations (highlighted with a blue bar and a '6' in a circle), and Final Data Confirmation (with a '7' in a circle). A green button labeled 'Confirm and Continue' is at the bottom of the sidebar. The main content area is titled 'Review and update authorizations.' and contains a table with the following data:

Authorizations and Prohibitions	
Description	Status
<p>* Allow access to parent email by school affiliated organizations. I grant permission to share my email with the Buena Park Foundation for Education for school related communication and updates.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* I give my permission to Fullerton Joint Union High School District to share my student's data, strictly for supporting the Fullerton Education Partnership with Cal-State Fullerton and Fullerton College. For more information visit: https://www.fjuhsd.org/Page/3426</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* Provide student information to military personnel. 12th Graders Only - Allow release of student information such as student name, age, and contact information to military personnel upon request.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>* Use of student photograph in school publications. Student photographs may be used in school publications such as but not exclusively: newspaper, yearbook, website, etc.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p>I give permission to FJUHSD to release my child's data to the University of California to support UC's Eligibility in the Local Context (ELC) Program.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny

Below the table, there is a red asterisk and the text '* Response Required'. At the bottom right of the main content area is a blue button labeled 'Save'.

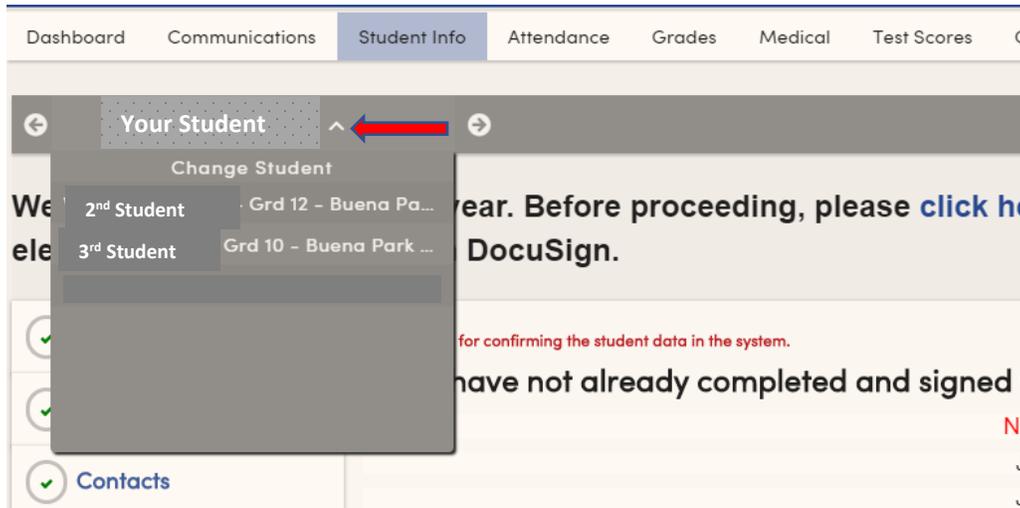
▪ **Final Data Confirmation**

- 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.

The screenshot shows the 'Final Data Confirmation' section. The sidebar on the left has the same navigation links as the previous screenshot, but 'Final Data Confirmation' is now highlighted with a blue bar and a '7' in a circle. The 'Confirm and Continue' button is replaced by a green button labeled 'Finish and Submit'. The main content area contains the text: 'Please confirm all information is accurate.'

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.