



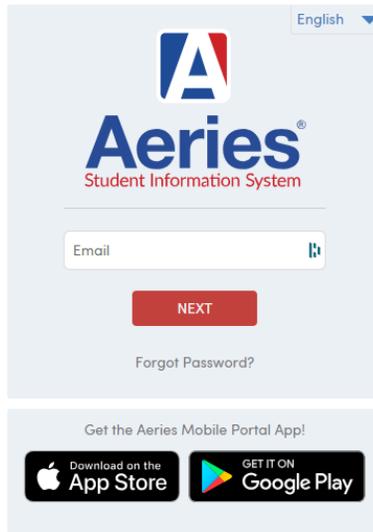
Fullerton Joint Union High School

DATA CONFIRMATION INSTRUCTIONS

The Aeries Parent Data Confirmation function lets parents or guardians easily update student details, contacts, and medical information, view and agree to school policies, upload documents, and keep authorization information up to date.

STEP 1: LOG IN TO YOUR PARENT PORTAL - To begin the Aeries Parent Data Confirmation process, go to the Aeries Parent Portal website and log in to your Aeries Portal account. https://mystudent.fjuhsd.org/Parent/Login_Parent.aspx

Fullerton Jt Union High School District

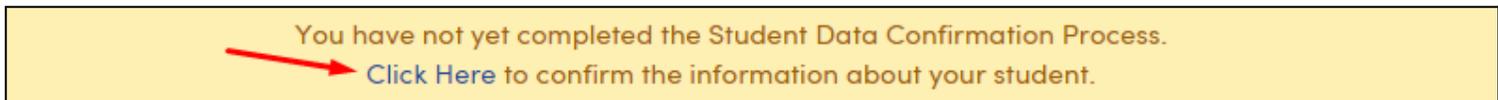


****If you have difficulty logging in and/or need assistance with your login information, please scroll down to page 3****

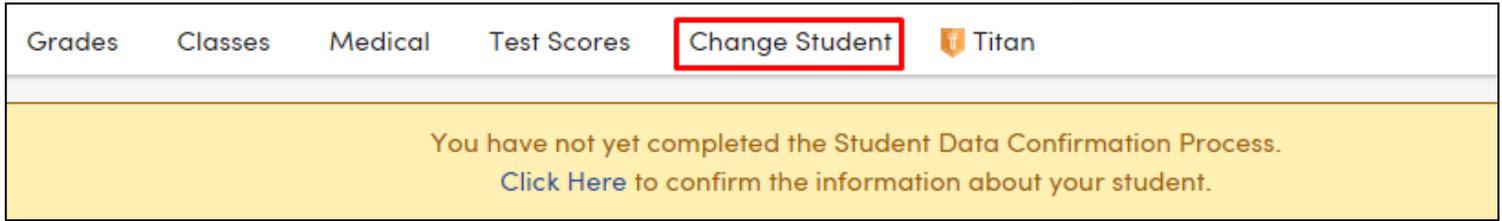
STEP 2: SELECT YOUR STUDENT - Once you've successfully logged into your Aeries Portal account a notification window appears on your Home page, indicating that “You have not yet completed the Student Data Confirmation Process.”

OLD Portal View

If your Aeries Portal is set up with the old view, You will see this notification **at the top of your page**. To begin the process, you will choose the **Click Here** link.

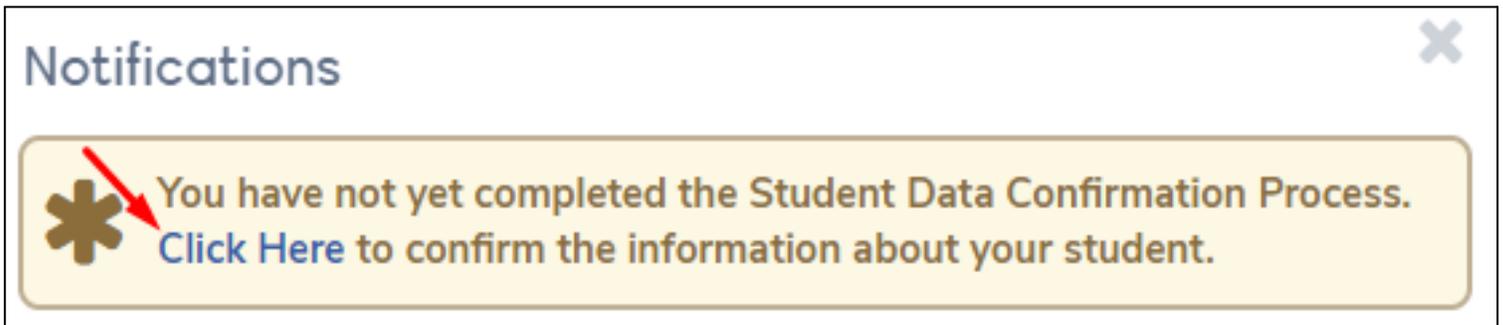


You will need to complete data confirmation for each of your students enrolled with Fullerton Joint Union High School District. To choose your student(s) account, click on the tab named “[Change Student](#)”, located at the top of your portal. Select the student to complete data confirmation for.

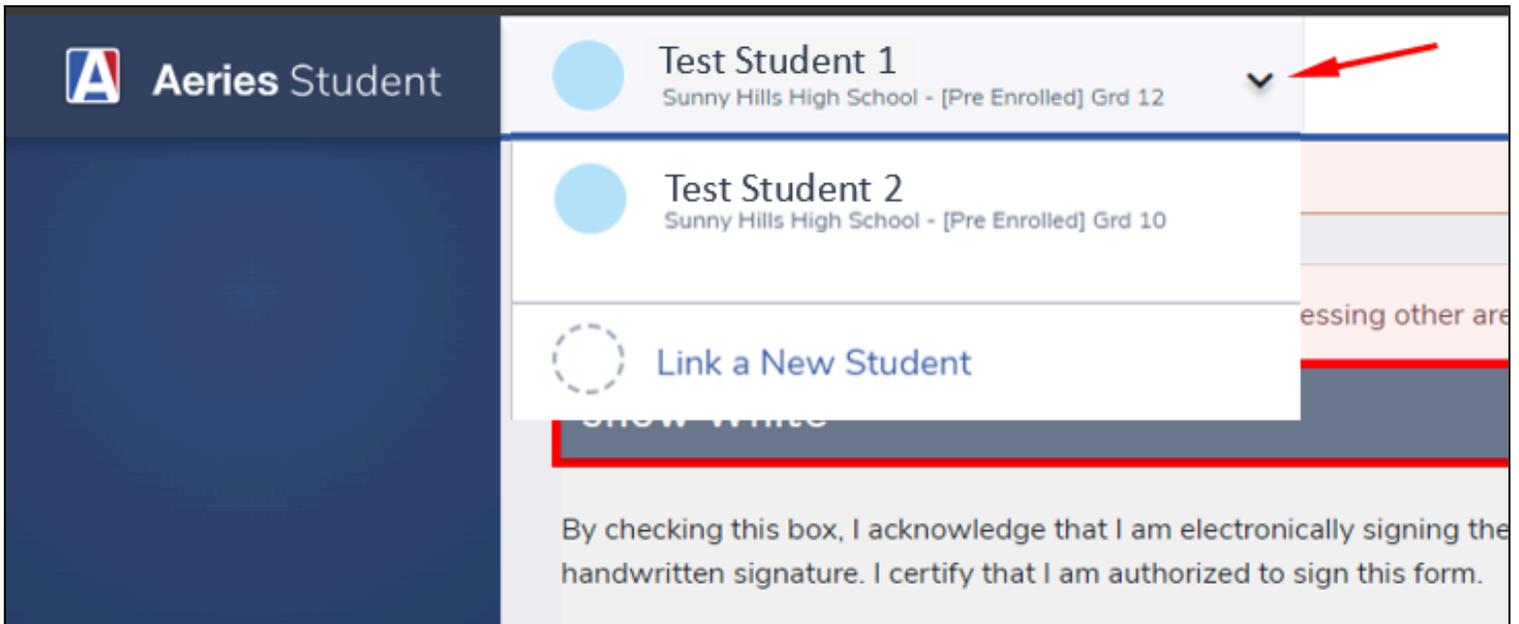


NEW Portal View

If your Aeries Portal is set up with the new view, you will see the notification **at the bottom of your page**. To begin the process, you will choose the [Click Here](#) link.



You will need to complete data confirmation for each of your students enrolled with Fullerton Joint Union High School District. To choose your student(s) account, click on the drop down arrow located in the top left of your portal. Select the appropriate student to complete data confirmation for.



NEED HELP LOGGING IN?

- Please Note:
 - Parent portal accounts are automatically created when a student has enrolled in FJUHSD.
 - If you believe you **DO NOT HAVE** a parent portal account or **NEED ASSISTANCE** logging in, please contact the office staff at your student's school. See the contact information below.
 - If you forgot your password, please click on "Forgot Password?" and follow the on-screen prompts.

La Vista High School Aeries Assistance

➤ **Faviola Pineda: 714-447-5507**

La Sierra High School Aeries Assistance

➤ **Jill Brand: 714-447-7840**

Office Hours: Mon - Friday, 7 am - 4 pm

Once logged into your parent portal, please move to step 3 on the next page.

Step 3: 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 sidebar on the left containing five menu items: 1 Family Information, 2 Medical History, 3 Documents, 4 Authorizations, and 5 Final Data Confirmation. The 'Confirm and Continue' button is highlighted in green and has a blue arrow pointing to it. 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 has a red arrow pointing to it. It 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 has a red arrow pointing to it. It contains three radio button options: 'Temporary Shelters A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations.', 'Hotels/Motels A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.', and 'Temporarily Doubled Up A temporary residence where a homeless family is sharing the housing of other persons due to economic hardship, loss of housing, ...'.

▪ 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.

school front office.

The screenshot shows the 'Contacts' section of the student data confirmation process. The sidebar on the left has six menu items: Family Information, Student, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation. The 'Contacts' menu item is highlighted in blue. The main content area shows the 'Contacts' section with a 'Last Confirmed: 7/29/2020 7:42:44 PM' timestamp. Below this is a message: 'If you need to make any changes to contacts, please notify the BPHS guidance office at bphs.guidancesupport@fjuhsd.org or (714)992-8642.' There is an 'Add' button with a plus sign. Below the 'Add' button is a contact card for 'Lisa Valdes, Mother'. The card shows a location pin, 'Lives With' and 'Primary Contact' status, an email address 'lvaldes@fjuhsd.org', and fields for 'Work: (714)', 'Cell:', and 'English'. There is a 'More Info' dropdown and a 'Last Updated: 5/12/2020 3:13 AM' timestamp.

- **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.

Medical History and Current Medical Conditions					
Condition	Effective Date	Age	Grade	Comment	
Allergies	08/17/2018	15	10		No Longer Applies
Medication Use - Please Specify	08/17/2018	15	10		No Longer Applies
Skin Condition	08/17/2018	15	10		No Longer Applies
Orthopedic Problems - Please Specify	08/17/2018	15	10		No Longer Applies
Glasses/Contacts	08/17/2018	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

FJUHSD 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.

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

* Response Required

Save

▪ **Final Data Confirmation**

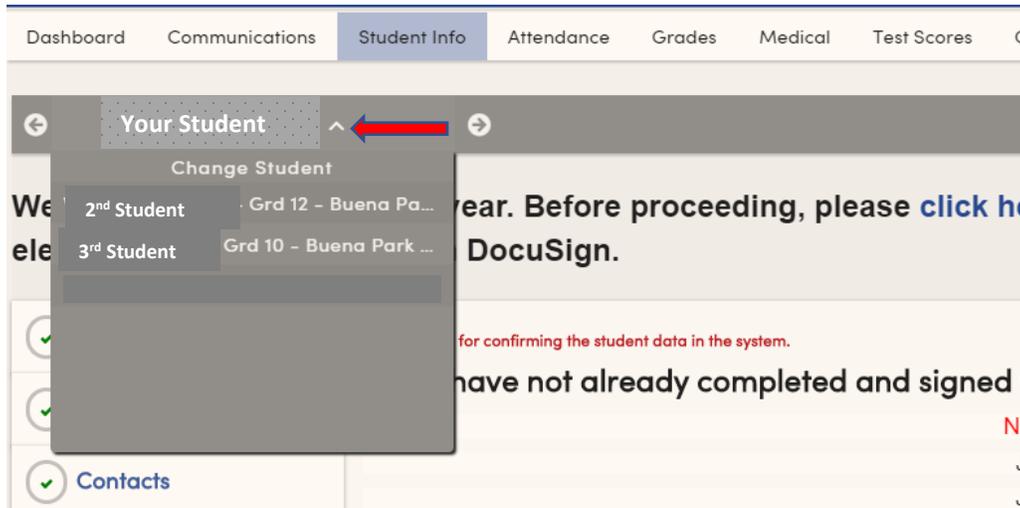
- Please confirm that all information has been read and that you have completed the online Registration process. Once complete, please click the **Finish and Submit** button. Follow any further instructions listed. Please note: the system will not allow you to perform Final Data Confirmation until all the previous sections have been completed.

Please confirm all information is accurate.

Finish and Submit

Step 4: 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.