

Instructions to Register for Aeries Portal account

Student Name:

ID number:

Home phone number:

Verification code:

You cannot create an account without these items.
****This information must be supplied by your child's school***

If the phone number appearing on this form has changed and been updated in the school office, you will need to use the new telephone number.

Registering for an Aeries Portal Account

1. Log into: <https://www.accessmystudent.com/basslakesd/>
2. Select "Create New Account"
3. Click the button to indicate whether you are a parent or a student 4. Enter email twice and enter password of your choice twice, click next.
5. This will generate an email from ParentPortal@blsd.k12.ca.us to your personal email account.
6. On your personal email account, open the verification email and get the "email code" **OR** click on "Confirm this mail address" link (if you confirm the email address, you will not need to enter the email code.)

Adding a student to an Aeries Portal Account

1. Log into your Parent Portal account
 2. On the Home screen, click on "Change Student"
 3. Select "Add New Student to Your Account"
 4. Enter the student ID, home telephone number and verification code (This information can be obtained from your students school)
 5. Select your name or click "none of the above"
- Click add another student if you have more than one student

HOW TO COMPLETE THE BASS LAKE JOINT UNION ELEMENTARY SCHOOL DISTRICT DATA CONFIRMATION PROCESS

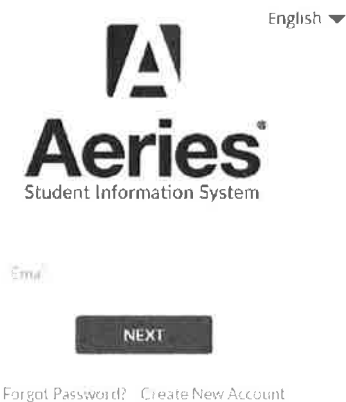
Dear Parents,

Please follow the steps below to complete the data confirmation and authorization process required by the Bass Lake Joint Union Elementary School District by the end of the 3rd week of September. The District will ask for a Data Confirmation review every fall, but you can also update information at any time during the school year. The annual data confirmation process must be completed for each of your students. Accurate data helps to ensure your student's safety in the event of an emergency.

Step 1: URL

Go to <https://www.accessmystudent.com/basslakesd/>

Bass Lake Joint Union Elementary School District



Step 2: Login or Create New Account

If you have already created an email and password for this system, please login. If not, click on Create New Account.

When creating a new account, you will be asked to enter a valid email address twice, and set a password twice. A verification email will be sent to this email address and will be addressed from ParentPortal@blsd.k12.ca.us. If you do not receive a verification email, please check your SPAM or Junk mail folder. The verification email will contain a link that validates your email address into the Parent Portal. Once verified, login to the portal with your new account and continue with Step 3.

*When creating a new account, select **Parent**. Only parent accounts can view student data and/or complete the data confirmation process.*

Step 3: Add Students to your Portal Account

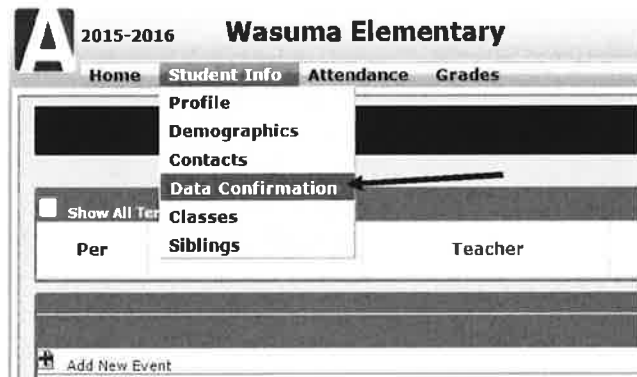
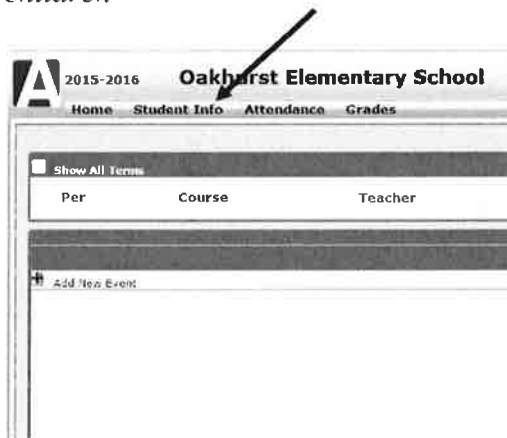
You will be asked to supply information in order to start the confirmation process. Within this mailing you received instructions to create a Parent Portal account (see Page 2 in this packet), please enter the Student ID, Phone Number and the Verification Code when prompted. Please contact the school office if you have difficulty creating/accessing the Parent Portal.

Note: Repeat this step for each student you have within the District by clicking on **Change Student** in the upper left corner, then **Add a New Student**.

Step 4: Begin Data Confirmation

Once verification is completed you will be taken to the Home screen. Please go under **Student Info** and select Data Confirmation. This is the only place you can enter or change data for your student.

If you have multiple children in the District, you will need to do this process for each of your children



Step 5: Student Data

The Data Confirmation screen will look like this and the confirmation must take place in sequence, beginning with Student. Please start off by clicking on the Student Tab on the left. Make sure that the phone numbers provided are correct and make any changes necessary. Changes to other data for your student must be requested in the school office (for example, residence address changes).

Student number	Last Name	First Name	Middle Name	Perm ID	Sex
[redacted]	Doe	John	J	123123	M

Please review and update all information. Contact the school office if other changes are required.

- Student
- Contacts
- Medical History
- Documents
- Authorizations

Please review your student's information and contact the school office if changes are required.

Student Demographics		Notes
Primary Phone	(000) 111-2222	
Father's Work		
Mother's Work	(000) 111-3333	

[Change](#)

Step 6: Contacts and Emergency Contacts

Click on the Contacts tab on the left. Please check that the parent information is correct and make any changes necessary.

The email contact for the contact you are logged in will show as locked. To change your Parent Portal email account or the password, click on **Options** in the upper right corner.

IMPORTANT – this is also where you need to add **Emergency Contacts** for your student. **Click on ADD**. Complete the information for the new contact and select Emergency contact from the pull down. Please add at least 2 emergency contacts for your student – these should be people who you permit to pick up your student from school or who the school office can contact when a parent/guardian cannot be reached.

2015-2016 [Redacted]

Home Student Info Attendance Medical

Student Data Confirmation					
Student number	Last Name	First Name	Middle Name	Perm ID	Sex
	Doe	John	J	123123	M

Please review and update all information. Contact the school office if other changes are required.

- Student
- Contacts
- Medical History
- Documents
- Authorizations
- Final Data Confirmation

Please review and update the contacts for your student. Contact the school office if deletions are required. ----- IN ADDITION TO PARENT CONTACTS, PLEASE ADD OTHER CONTACTS TO BE USED FOR EMERGENCIES OR PICKUP FROM SCHOOL. ----- REPEAT FOR EACH STUDENT IN FAMILY.

Select Record to Change

Name	Address	Relation
Jane Doe	1 ABC St	mother

Change Add

Contact Details

Step 7: Medical History

Click on the "Medical History" tab on the left. Please check that the information is correct and make any changes or additions that are necessary. The effective dates are not necessary to enter, they may be left blank.

Even if no medical information is applicable, or no changes need to be made, please click on **Save** before to continue to Step 8.

2015-2016 [Redacted]

Home Student Info Attendance Medical

Student Data Confirmation					
Student number	Last Name	First Name	Middle Name	Perm ID	Sex
	Doe	John	J	123123	M

Please review and update all information. Contact the school office if other changes are required.

- Student
- Contacts
- Medical History
- Documents
- Authorizations
- Final Data Confirmation

Please review your student's medical information and contact the school office if changes are required.

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
Save				
Additional Conditions Please Check All That Apply				
overheats easily or running problem	Allergy - bee sting		Diabetes	
frequent nose bleeds	Allergy - drug		Hearing Impairment	
severe headaches or migraines	Allergy - food		Cardiac diagnosis	
child skin problem	Allergy - environmental		PE restriction	
conferential seating	Allergy - penicillin		Neurological	

Step 8: Final Data Confirmation

Click on Final Data Confirmations. Print the emergency card only if you want a copy for your records. The Emergency card contains data as seen by the School Office. If changes are required that cannot be made by you within the Parent Portal, contact the school office to make those changes. The school office will print emergency cards once data confirmation has been submitted.

Thank you for updating the data in the system and for completing the confirmation process.

If you have more than one student in our district – Choose your other student(s) from the Change Student menu and go to Step 3 to confirm the data for each student.

2015-2016 [Redacted]

Home Student Info Attendance Medical

Student number	Last Name	First Name	Middle Name	Perm ID
	Doe	John	J	123123

Please review and update all information. Contact the school office if other changes are required.

- ✓ Student
- ✓ Contacts
- ✓ Medical History
- ✓ Documents
- ✓ Authorizations
- ✓ Final Data Confirmation

Please confirm the information here is accurate and complete and notify the school office if other changes are required.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Please make sure the information is accurate and complete and contact the school office if other changes are required.

Thank you for using the online data confirmation process.

Print New Emergency Card