

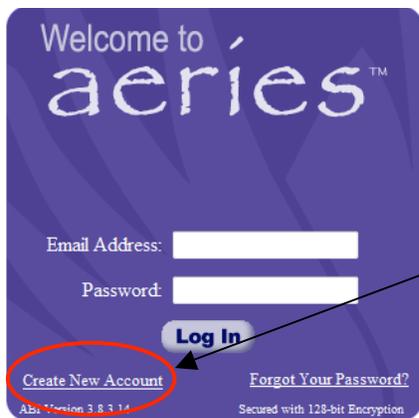
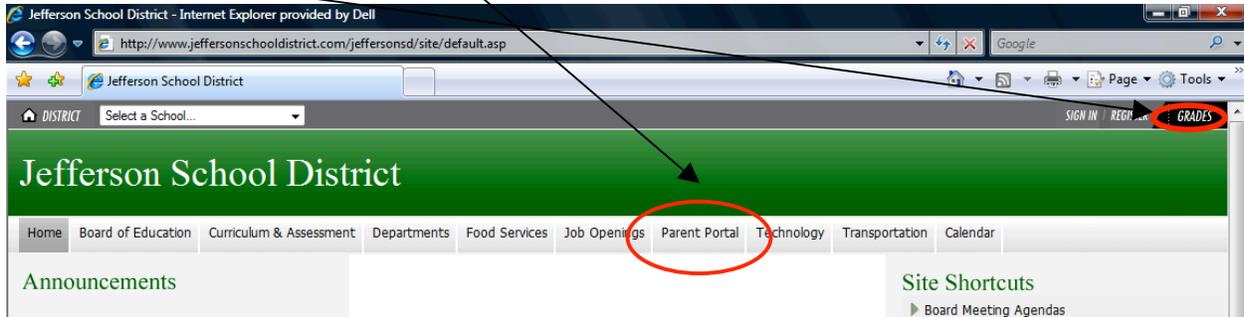
# Creating New Accounts on the JSD Parent Portal

Open the district website at [www.jeffersonschooldistrict.com](http://www.jeffersonschooldistrict.com)

Left click on Parent Portal – *this will bring up a drop down of additional documentation*

Left click on Parent Portal Login

*The GRADES tab is in the upper right corner of each school webpage and will take you to the login screen as well*



The following login screen will appear

Left click on CREATE NEW ACCOUNT located at the bottom left corner of the login screen

Parent should have a green dot in the circle like the sample provided. If not, left click on the circle next to Parent to insert a green dot.

Left click on NEXT.

Type in your e-mail address like the example e-mail address [jsdparent@hotmail.com](mailto:jsdparent@hotmail.com)

Re-type your e-mail address under Verify E-mail Address

Type in a short password  
Re-type the same password under Re-Type Password

Left click on NEXT.

*\*-Please do not reply or send to the example e-mail address [jsdparent@hotmail.com](mailto:jsdparent@hotmail.com)*

Please select a password that you will remember. Best practice is always to include at least one capital letter and one number in your password. **DO NOT GIVE YOUR PASSWORD TO ANYONE!**

**IMPORTANT: YOU MUST OPEN, READ AND FOLLOW THE INSTRUCTIONS IN YOUR E-MAIL IN ORDER TO CONTINUE CREATING YOUR NEW PARENT PORTAL ACCOUNT!**



DO NOT left click on <<Previous or Next>> in Step 3. Doing so will send duplicate e-mails with different confirmation codes. Close this window ONLY AFTER confirming or rejecting your e-mail (see the next instruction).

Open your e-mail program. Open the mail from [JeffersonSIS@sjcoe.net](mailto:JeffersonSIS@sjcoe.net) (Similar to the example below). Depending on your e-mail provider, this e-mail may be forwarded to your Junk or Spam folder – please check these locations if you do not see the e-mail in your Inbox. Follow directions in the e-mail and left click on the [Confirm Current E-mail Address](#) link. If you cannot left click on the link, follow the remaining directions in the e-mail.

Aeries Browser Interface Account Verification (jsdparent@hotmail.com)  
From: [JeffersonSIS@sjcoe.net](mailto:JeffersonSIS@sjcoe.net)  
[Add contact](#)  
Sent:  
Wed 9/03/08 10:42 AM  
To:  
jsdparent@hotmail.com

Thank you for registering for an *Aeries Browser Interface* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

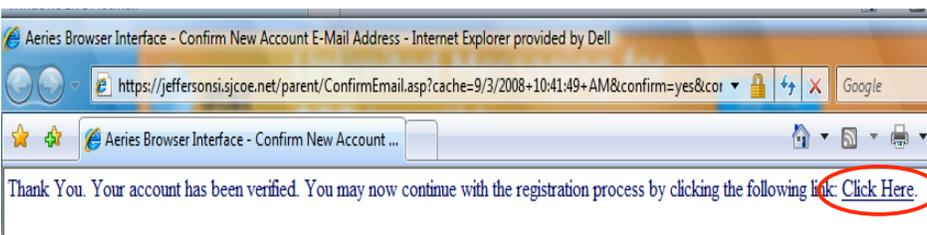
If you can, please click on the following links to confirm or reject this account:

[Confirm Current Email Address](#)

[Reject Current Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.  
<https://jeffersonsi.sjcoe.net/parent/ConfirmEmail.asp>

You will then be prompted for the following information which you can copy and paste into the page:  
Email Address: jsdparent@hotmail.com  
Email Code: XJE46PVB84E42HJ37DN4  
School: 0



The following window will appear once confirming your current e-mail address.

Left click on Click Here.

If you have a current e-mail address in your student's Aeries record, your e-mail address will be associated with the student(s). You will then receive a dialog box that will tell you the student(s) name and ID number that you are associated with. From there, you can close that dialog box and return to the Aeries Login page and login using your newly created parent account.



If you do not have an e-mail address in the student's Aeries record, you will be prompted to enter the information you received on your Parent Access letter.

Return to Main Menu

Next >>

**Step 4**  
**Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number: 123456

Student Home Telephone Number: 2095551212

Verification Code: ET3JMM6946

Please use the information provided to you in the new account letter that you received from the school site.

Enter the student Permanent ID Number.

Enter the student Home Phone Number

Enter the Verification Code

*\*All numbers and codes are examples only*

Return to Main Menu

Next >>

**Step 5**  
**Emergency Contact Verification**

John Doe has been added to your account.

Please choose the Contact record that represents you so the email address can be properly updated.

Name	Relation
<input type="radio"/> Doe, Jane	Mother
<input type="radio"/> Doe, John	Father
<input type="radio"/> Que, Suzie	Grandmother
<input type="radio"/> Al, Big	Uncle
<input checked="" type="radio"/> None of the above	

Left click on the circle next to your emergency contact name

*\*All names are fictional*

Left click on NEXT

Select the person that you represent. If a record is chosen, the e-mail address for that contact record will be changed to the e-mail address signing up for this account. If that contact already has an e-mail address, an e-mail will be sent to the old e-mail address informing the owner of that e-mail address that a change has occurred – if there is a concern about this change, the owner of the original e-mail should contact the school office.

Return to Main Menu

**Step 6**

Thank you for updating your Emergency Contact Record.

[Click Here](#)

Left click on [Click Here](#)

Account has now been created. Once you [Click Here](#), you will be taken to the login screen where you will enter your newly created parent account login information.

Welcome to aeries™

Email Address: jsdparent@hotmail.com

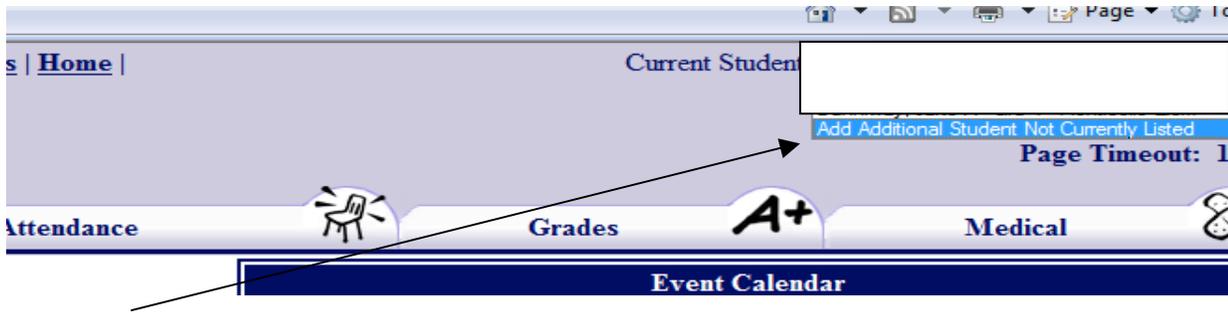
Password: ●●●●●●

Log In

[Create New Account](#) [Forgot Your Password?](#)

Aeries Version 3.8.3.1d Secured with 128-bit Encryption

## ADDING AN ADDITIONAL STUDENT



Once logged in, click on the Add Additional Student Not Currently Listed in the upper right hand corner of the page.

[Return to Main Menu](#)

**Step 1**  
**Student Verification**

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Enter the next student's information from the new account letter for this student.

NOTE: each student will have a different ID number and VPC pertaining to that student.

Enter the Permanent ID  
Enter the Student's Home Phone  
Enter the Student's Verification Code

[Return to Main Menu](#)

**Step 2**  
**Emergency Contact Verification**

John Doe has been added to your account.

Please choose the Contact record that represents you so the email address can be properly updated.

Name	Relation
<input type="radio"/> Doe, Jane	Mother
<input type="radio"/> Doe, John	Father
<input type="radio"/> Que, Suzie	Grandmother
<input type="radio"/> Al, Big	Uncle
<input checked="" type="radio"/> None of the above	

Left click on the circle next to your emergency contact name

*\*All names are fictional*

Left click on NEXT

[Return to Main Menu](#)

**Step 3**

Thank you for updating your Emergency Contact Record.  
[Click Here](#) to add another student to your account.

Left click to ADD another student or  
Click on [Return to Main Menu](#)

Once completed, you will see multiple students in the **Current Student** dropdown list in step 1. Switch between students by simply clicking on the one you wish to view.