

Data Confirmation Instructions for Parents

Step 1: Login to <https://markwestusd.asp.aeries.net/student/loginparent.aspx>

***To change language preference, click on the top right-hand corner of the log in screen**

- 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 MWUSD.
 - If you **DO NOT** have a parent portal account, please contact your school office manager and request that your email address be added to the contact record of your student. Once the email address is added or updated, your parent portal account will automatically be created and you will receive an email from DoNotReply@mwusd.org with your account information.
 - If you forgot your password, please click on “Forgot Password?” and reset
 - If you have tried accessing Data Confirmation more than twice unsuccessfully, please contact Alicia Mills at amills@mwusd.org

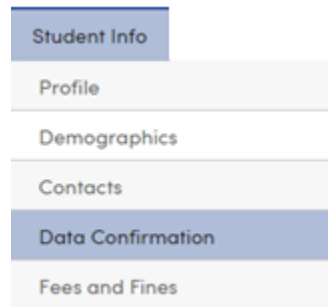
The image displays two sequential screenshots of the Aeries Student Information System login interface for Mark West Union School District. Both screens feature the district name at the top, a language dropdown menu set to 'English', and the Aeries logo. The left screenshot shows the email entry step with a 'NEXT' button and links for 'Forgot Password?' and 'Create New Account'. The right screenshot shows the password entry step with a 'SIGN IN' button and the same links. At the bottom of both screens, there are buttons to download the mobile app from the App Store and Google Play.

Step 2: Select Student

- Once you login, the system will default to your child.
 - If you have more than one child, you will need to move your cursor over “**Change Student**” in the upper right-hand corner of the screen. Please note that **Data Confirmation must be completed for each student.**

Step 3: Student Data Confirmation Process

- In the **Student Info Tab**, please click on “**Data Confirmation**”. Please complete each of the tabs listed below and follow the instructions provided.



1. Family Information

Please select whether or not the Father, Mother or Legal Guardian of this student is active in the United States Armed Forces. Please click on “**Confirm and Continue**” to move to the next tab.

2. Student

Update any changes by clicking on the “**Change**” button on the bottom of the page. Once changes are complete, please click on “**Confirm and Continue**”.

3. Contacts

Change/Add/ Delete contacts in this tab. Once changes are complete, please click on “**Confirm and Continue**”. **If you have no changes, you are still required to review before moving on.** It is not necessary to add a doctor’s name and contact information.

4. Documents

Please read each REQUIRED document in this section. Once you have opened/closed a document, the system will allow you to move on to the next. You will be required to print 2 copies of the Emergency Card at the end of Data Confirmation. Once all documents have been opened and reviewed, please click “**Confirm and Continue**”. Note: You must open, review and close **required documents** before you will be allowed to proceed.

5. Authorizations

Please review all information on this screen with your child and click Allow or Deny when appropriate. Once complete, please click “Save” at the bottom of the page. Please click “**Confirm and Continue**”.

1 Family Information

✓ Student

✓ Contacts

✓ Documents

5 Authorizations

6 Final Data Confirmation

Confirm and Continue

6. 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 tabs have been completed.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Thank you for updating your information and completing the
Authorizations and Prohibitions.

MARK WEST UNION SCHOOL DISTRICT

Parents will receive a confirmation email when the data confirmation is complete.

Before exiting the Emergency Card screen, please PRINT 2 copies of your student's Emergency Card BEFORE logging out. Please sign BOTH copies and return the signed Emergency Cards to the secure DROP BOX located in front of your school's office beginning Wednesday, August 5th. The Drop boxes are accessible at any time of the day/night.

Please DO NOT bring paperwork to the school offices. If there is any follow up required once your paperwork is received, school office personnel will contact you.