

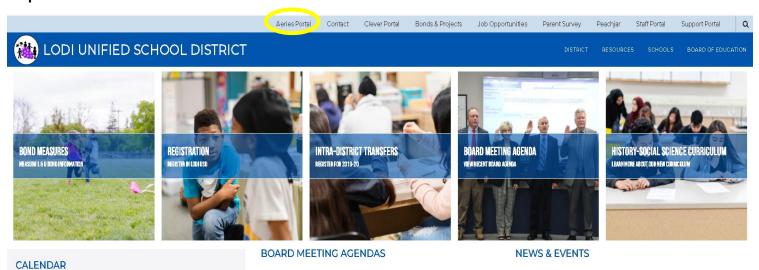
ONLINE EMERGENCY CARD INSTRUCTIONS

You will now be able to update your child/children information such as their emergency contact, medial history, annual authorizations, and district documents in Aeries Parent Portal with a few clicks of the button. This process will ensure we receive the most current emergency information and have it accessible to parent/guardians at all times.

Please follow these simple steps to complete your child's emergency contact information and a few required forms for the start up at Manlio Silva Elementary. Once you complete these steps you will be able to view who your child(ren) will be this upcoming school year.

Step 1: Visit http://www.lodiusd.net/

Step 2: Click on Aeries Portal

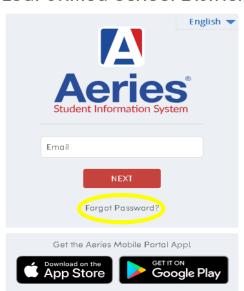


Step 3: Click on Aeries Parent Portal



Step 4: Enter your personal email address you provided to your child's school site.

Step 5: Enter your email and click "Next". Enter your password and click "Sign In". If your password is incorrect, click "Forgot Password?". Enter your email address and click "Next" If your email address matches the one on file with your student you will receive an email containing password reset instructions. If your email address cannot be matched to an account, contact your child's school to update your record student.



Lodi Unified School District

Step 6: A yellow banner will appear at the top of your screen. Click on the "Click Here" button to access the Data Confirmation Page.

If the yellow banner does not appear, click on the "Student Info" this will be a drop down menu.

**If you have more than one student, you have to click on the picture of the student you wish to update information for. If you have more than one student, but don't see them listed, call the office to verify the email address on file.

Step 7: Complete each tab. After you complete each series please click "Confirm and Continue" for it to advance to the next section.

Step 8: When all tabs have been completed, click on the "Finish and Submit" to complete the entire confirmation.