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Hello and welcome to the Travis Unified Online Portal Data Confirmation Video. Before you begin, make sure you have created your online portal account and linked your child to your account.

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Online Data Confirmation replaces all of the paperwork that your child usually brings home at the beginning of the school year. During this process, you will confirm any address or phone number changes, emergency contact information, and update any medical information. It allows you to review and agree to the yearly documents.

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So, how do I get started? Well, to get started, visit [www.travisusd.org](http://www.travisusd.org) and click on the A+ at the upper right corner. You will need to log in by typing in your email address and clicking “Next” followed by your password and clicking “Log In.” This is the same process you used when creating your online portal account.

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Your Online Portal will open up. If you have not completed data confirmation for this time period, you will see a yellow banner across the screen. Please “Click Here” to continue this process.

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You will review 7 screens. They are: Family information, Student, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation.

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On the left side of the screen, you will see the list of screens you will need to fill out. The first is “Family Information.” Look to the right. The first two questions ask for the military status. Please click on the appropriate status and then go to the next question. The next question is a Residence Survey. Please look at the residences. If it applies to you, please click in the box. If none of them apply, click “None of the Above.”

When finished with any screen, you will click on “Confirm and Continue.”

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The next screen is the “Student” screen. On the right side, you will see the parent or guardian’s name, mailing address, residence address, work phone numbers, and the parent’s highest education level. If you have any changes, click on “Change” at the bottom of the screen.

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You will notice that the screen opens up so that you can make changes to any of that information. Please make sure you click “Save” when you are finished. Quick note: if you make any changes to your mailing address or residence address, these changes will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.

When you’re finished clicking “Save,” make sure you click “Confirm and Continue.”

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This will open up the Contacts Screen. You will see a list of all of the emergency contacts that are associated with your child. If you need to change information on any of

the contacts, click on that contact and then click “Change.”

You will notice “Contact Details” will open up and you will be able to make changes to their name, their telephone number, employer name, any of that information can be changed. When you are finished with that, you click “Save.” You will also notice under the “Contacts” you can also click “Add” or “Delete.”

If you need to add a new contact, click on “Add” and you can go ahead and add that information on the contact details. Once you are finished, click “Save.”

If you need to delete a contact, simply click on that contact and click “Delete.”

When finished, make sure you click “Confirm and Continue.”

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This will bring you to the “Medical History” screen. On the “Medical History” screen, any conditions that your child has will be listed. If a condition no longer applies, click on “No Longer Applies” and then click “Save.”

If all conditions apply and you want to add a condition, you can click on a box next to additional conditions. When you are finished, make sure you click “Save” and as always, click on “Confirm and Continue.”

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Your next screen is “Documents.” These are the usual documents you receive around the beginning of the school year and have to sign a document and send back. These documents may be different depending upon your child’s site.

In the next step (Authorizations) you will accept or decline that you have received these documents. You can always access these on the Online Portal.

To complete this step, first you are going to click on the first document. You will read the document in a different window as this will open in a different window. After you have finished reading, you can go ahead and close the document and it will come up with the screen again. Make sure to click on the checkbox next to that document. When you are finished read the next document, which will again open in another screen, and when finished, close the document, come back and check

the box next to that document. Repeat this process until you have completed all documents. When you are finished and all of the documents have checkmarks, please click on “Confirm and Continue.”

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This is the “Authorizations” menu. These authorizations are similar to the paper that you would send back to verify you HAD received the yearly documents. Please read through each of the authorizations carefully. For the first authorization, “Authorization for Emergency Medical Treatment” click Agree or Decline. For the second authorization, “Internet Usage,” you are only going to click decline if you do not wish your child to have access to district provided internet at school. Only click “Decline” if you do not wish your child to have access to the district provided internet. “Records Release” is the same thing. Only click “Decline” if you do not wish the district to release directory related information regarding your child. “Student/Parent Acknowledgement” is one of the documents that was in Screen 5. If you agree that you received that. If you agree that you received it, you will click “Agree.” The “Multimedia Release” agrees that your child’s name, picture, art, written work, voice,

verbal statements, pictures, etc., can be used for public relations, public information, school or district promotion, publicity, or instruction. Please click “Agree” or “Decline.” The next and remaining ones here were once again included in the “Documents” section within the “Parent/Guardian Rights,” so please read those carefully and click “Yes” to each of these that you have received it. If for some reason you did not receive it, you may click “No”

When finished, click on the “Save” button. When finished with that click on “Confirm and Continue.” You are almost there.

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The last step is your final data confirmation. You can click on any of the checkmarks now and see all of the information you have put in. When you are finished, you will go ahead and click on “Confirm and Continue.” Please note that you may need to provide proof of residency to your school site if you have made any changes to your home address. You will also need to provide immunizations or proof of medical issues if necessary.

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When you are finished, you will receive an email from [DoNotReply\\_Aeries@travisusd.org](mailto:DoNotReply_Aeries@travisusd.org). Please review that email as that is your proof that you did complete data confirmation.

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If your information changes during the year please contact the school if there are any changes after our data confirmation period. It is vital that the school has the most up-to-date contact information in the event of an emergency.

Thank you so much for completing the data confirmation process! We hope that this process was simple and straightforward. If you have any questions, please feel free to contact your child's school site. They can offer you assistance.

Thanks so much and have a great day