

# VERIFYING YOUR CONTACT INFORMATION USING AERIES COMMUNICATIONS THROUGH A WEB BROWSER

## WHAT IS AERIES COMMUNICATIONS?

Aeries Communications, also known as ParentSquare, is how we communicate with our families

## WHAT YOU WILL NEED

- Access to a computer or smart phone
- Your password to Aeries Parent Portal
- Access to your email you used to sign up with the Aeries Portal/ParentSquare
- Access to your text messages

## WHAT YOU WILL NEED TO DO

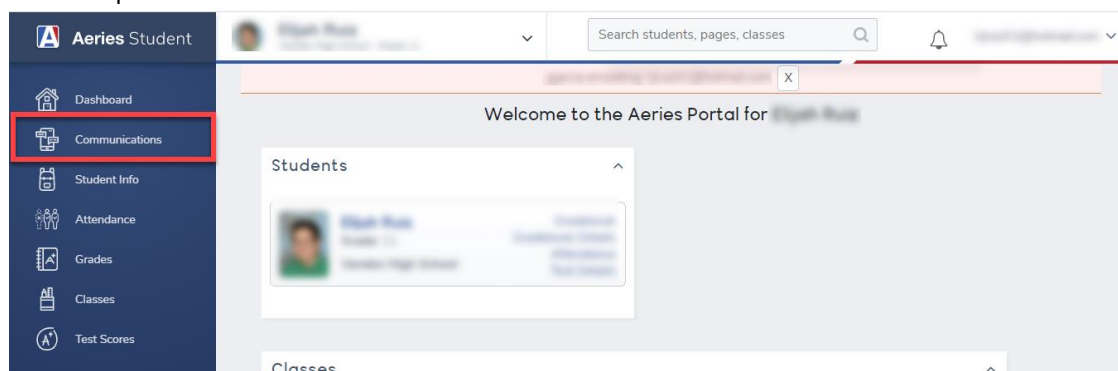
- Sign in to Aeries Parent Portal to access Aeries Communications.
- The first time you log in with our new security, you will need to confirm three things:
  - Your email address, phone number, and child(ren) associated to you

## CONFIRM USING A WEB BROWSER

1. Log into Aeries from any school website by clicking on the "A+" logo.



2. Log into your Aeries Portal and click on "Communications". This will log you into your ParentSquare account



3. If you have unverified contact information, you will see one or more contact cards under, "Action Required: Confirm Your Account Information".

ParentSquare Home

Action Required: Confirm Your Account Information

Please take a moment to review your information at the schools you are associated with.

- Do not confirm accounts that are not your own.
- Do not confirm children that are not your own.

Parent

Parent Name  
Parent Email Address (Hidden)

Email: [Redacted] Confirm Edit Skip For Now

Phone: [Redacted] Confirm Edit Skip For Now

Child: [Redacted] Confirm Not My Child

Yes, This is Me This is Not Me

Staff

Staff Name  
Staff Email Address (Hidden)

Email: [Redacted] Confirm Edit Skip For Now

Phone: [Redacted] Confirm Edit Skip For Now

Yes, This is Me This is Not Me

- a. Confirm Email and/or Phone.
- i. You have the option to confirm, edit or skip:
1. **Confirm** Email or Phone:
    - a. A verification code will be sent to the email or phone number. Enter verification code to confirm. The code will be valid for 10 minutes.
    - b. A box will pop up asking for the code  
Enter the code that was sent to your email/phone and click Confirm

Email Verification Code Sent

We've sent a verification code to [Redacted] Please enter the code below to confirm this email address.

[Redacted] Resend Code

Cancel Confirm

2. **Edit Email or Phone:**
  - a. Correct your email and/or phone number. A verification code will be sent to your corrected email or phone number. Enter verification code to confirm.
3. **Skip For Now:**
  - a. You will be able to verify or correct your contact information the next time you sign in. (You'll continue to receive notifications.)
- b. Confirm Child(ren).
  - i. Click **Confirm** or **Not My Child** for each child.
- c. If you're a TUSD Staff member, you'll confirm your name and school affiliations.
  - i. Click **Yes, this is me** or **This is Not Me**.
- d. If you clicked **Skip For Now** on any information on a contact card, you will not see the choice, "Yes, This is Me", and must select **Skip For Now** or **This is Not Me**.

Parent

**Email:** [Redacted] **Confirm** **Edit** **Skipped**

**Phone:** [Redacted] **Confirm** **Edit** **Skip For Now**

**Child:** [Redacted] **Confirm** **Not My Child**

**Skip For Now** **X This is Not Me**