Re-enrollment Process

1. **FIRST-TIME USERS:** E-mail Kimberly Berryman at: kberrym@placercoe.k12.ca.us and request a letter which will contain your student’s permanent ID, phone number on file, and verification code.

2. Go to our website ([www.ilearnacademy.info](http://www.ilearnacademy.info))

3. Under the section **Resources**, click on the tab **Parent Resources**, and click on **Aeries Parent Portal**

4. Click on **‘Create New Account’**
5. Select **Parent**, then click **Next**

6. Follow these steps. Be sure to carefully read the instructions inside the **red box**.

7. Your confirmation email will look something like this:

8. Log into the Aeries Parent Portal:
9. Find the box at the top of the screen and click on the link **Click Here**:

   ![Aeries SIS Portal Login]

   You have not yet completed the Student Data Confirmation Process. **Click Here** to confirm the information about your student.

10. Follow the steps and confirm the information and then your student’s re-enrollment is complete.

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**Re-enrolling another student already in Aeries**

1. If you already have another student set up in Parent Portal, log into Aeries, click on **Change Student** in the upper right hand corner of the page, and choose your other student to re-enroll.

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**Adding another **NEW** student**

1. To add another **new** student to the system **who you have never used the Parent Portal for**, click on **Add New Student to Your Account**

   ![Add New Student To Your Account]

2. Enter your additional student’s information in the boxes provided. This information can be obtained from requesting an Aeries Parent Portal letter for
your child from Kimberly Berryman in the school office.